

## CONTACT

## Mohammad Rehan

📍 Al Aziziya Doha Qatar

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## OBJECTIVE

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Practices in conjunction with my academic knowledge and skill for the growth of organisation and growing with the organisation

## EXPERIENCE

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2001 - 2003

- **Driver**  
Mondayal Q Zone Dubai UAE
  - Co-ordinate office activities and operations to secure efficiency and compliance to company policies
  - Collection and deposits checks
  - Attendance of workers
  - Orientation
  - Work with material suppliers

2003 - 2005

- **Tour operator**  
Arabian explorer Dubai UAE
  - Client pickup and drop
  - Responsible for client stay and transportation
  - Arrange desert Safari and UAE tour
  - White maximum comfort to client
  - Prepare approval file for Safari and city tour
  - Responsible for the land cruiser desert Safari convoy

2008 - 2018

- **Driver/assistant**  
Sound line group India
  - Attending guests
  - Collection and delivery document from the government department to office or vice versa
  - Arrange interview locations
  - Maintain Excel sheet for haired workers

18/12/2018 -  
Till date

- **Driver/ assistant**  
Black and blue trading and contracting Doha Qatar
  - Maintain record of workers
  - Daily work update
  - Check and invoice deposit and collection
  - Collection of time sheet
  - Orientation of workers
  - Deal with material suppliers
  - Keep record of vehicle maintenance and legalisation experies insurance and registration (Istemara)paper

## EDUCATION

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2008

- **NIOS new delhi India**

2007

Senior secondary college  
Second

- **IITC new delhi**  
Diploma in International airline and travel management  
First

## SKILLS

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- Performance management-team building-teamwork and collaboration-excellent adaptive ability to work in new environment

## ACTIVITIES

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- Visit to old monuments travel and reading

## LANGUAGES

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- Hindi language can speak read and write English language can speak read and write Urdu language can speak read and write Arabic language can speak and read

## PERSONAL DETAILS

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- Date of Birth : 05/04/1978
- Marital Status : Married
- Nationality : Indian
- Religion : Islam
- Passport : N7233587
- Gender : Male
- Driving Licence : Have Qatar driving licence and UAE driving licence
- Visa status : Residence visa transferable with NOC

## ADDITIONAL INFORMATION

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- Work as a free driver in FIFA world cup from 15/11/2022 to 30/12/2022
- Well understand about the GPS navigation system
- Can I speak very good English and Arabic
- Can read and write and speak English Urdu Hindi Arabic

## DECLARATION

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- I the undersigned certificate that to the best of my knowledge and believe this biodata currently describe my qualifications experience and myself I understand that any full film miss statement describe here in my disqualification of dismissal if engaged

Mohammad Rehan  
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Doha Qatar