

CURRICULUM VITAE

ABDUL SUHAIR

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OBJECTIVE

To seek a challenging position within a reputed organization to invest all my professional skills, qualifications, and experience to the optimum level to facilitate continued career growth and produce the organization's best results.

SKILLS & ABILITIES

- Good writing and communication skills
- Extensive reading and writing
- Ability to deal with people diplomatically
- Comprehensive problem-solving ability
- A quick learner
- Excellent teamwork abilities and hard worker
- Time management
- Knowledge of all locations in Qatar

PERSONAL PROFILE

Father's Name	:	Beeran Moideen
Sex	:	Male
Marital Status	:	Single
Nationality	:	Indian
Permanent Address	:	Suhail Manzil Shedikavu, Kumbala (po) Kasaragod, Kerala India 671321
Date of Birth	:	27-02-1997
Driving License	:	LV Driving License with valid in Qatar

EDUCATION QUALIFICATION

HSC : Board of Higher Secondary Education, Kerala
SSLC : Govt of Kerala

COMPUTER KNOWLEDGE

Hardware and Software

WORKING EXPERIENCE

1. Worked as a Customer Service Representative in Kasaragod, Kerala for 2 years.

Duties & Responsibilities:-

- Providing introductory information to new customers
- Ensuring that customers are satisfied with products or services
- Following up with clients or customers to check that they're still satisfied with any purchases
- Letting customers or clients know about additional products or services
- Determining the quickest, most effective ways to answer a client's or customer's questions
- Answering customers' questions and responding to complaints in a professional manner.
- Escalating queries and concerns
- Troubleshooting common issues with a product or service

2. Worked as a Supervisor cum Driver in Event Guard Company LUSAIL in QATAR for 3 years. (06-08-2021 to Till date)

Duties & Responsibilities:-

- Organize workflow and ensure that employees understand their duties or delegated tasks
- Monitor employee productivity and provide constructive feedback and coaching

- Receive complaints and resolve problems
- Maintain timekeeping and personnel records
- Prepare and submit performance reports
- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises
- Distributing various Materials to specified Project locations within a given time frame.
- Planning daily travel routes based on locations and time frames.
- Carefully loading and unloading all Material.
- Accepting and recording payment for delivered Material.
- Investigating any discrepancies with the delivered Material.
- Cleaning, washing, refueling, and maintaining the company vehicle.
- Promptly reporting any road accidents and traffic violations to the company.

LANGUAGES KNOWN

		Speak	Write	Read
English	-	✓	✓	✓
Malayalam	-	✓	✓	✓
Hindi	-	✓	-	-
Tamil	-	✓	-	-
Arabic	-	✓	-	-

DECLARATION

I at this moment declare that the above-mentioned information is correct up to my knowledge and belief and I bear the responsibility for the correctness of the particulars mentioned above.

Date:

Place:

ABDUL SUHAIR