

SAJAN GEORGE SAMUEL

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Objective

To work in an organization which provides opportunities for growth, learning and scope for the effective utilization of my skills and hence give my best to the organization

Permanent Address

Valuparampil puthen veedu
Komalloor PO, Charummoodu,
Alleppey (Dist), Kerala
Pin: 690505

Languages Known

English (R, W, S)
Malayalam (R, W, S)
Hindi (R, W, S -Manageable)

Technical Skills

- Driving
- Customer Service
- Computer Basics
- Email & Internet
- MS OFFICE

Work Experience

Company: Globe Construction Company L.L.C., Doha-Qatar

Job Title: - Office Messenger

Duration

March 2018 – June 2023

Profile

- Picking up reports and handle the care of important documents, packages, and other items between office and departments.
- Checked and ensured completeness of data before leave the area / office.
- Issuing Delivery Notes and Invoices.
- Submission of invoices, collecting the payments and cheque deposited in the bank account.
- Sorted items to be delivered according to the delivery route.
- Answering recipient's questions about the delivery process.
- Preparing Daily Travel reports and send to the respective department at every end of the week.
- Establishing and maintaining employees and customer relations.

Education

- Bachelors of Commerce (B.Com) in from Marthoma College, Tiruvalla affiliated to Mahatma Gandhi University in the year 2013 with 62% marks.
- 12th in the year 2010 with 75% marks.
- 10th in the year 2008 with 70% marks.

Personal Data

Date of Birth: 19-06-1992

Gender: Male

Nationality: Indian

Hobbies: Listening Music, Travelling.

Driving License Details: Valid Qatar
License

License Validity: 30-09-2024

Passport No.: L4182056

Personal Strengths

- Self-discipline
- Trustworthiness
- Self-motivated
- Confident
- Hardworking.

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

Date :

Place: Doha

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