

CONTACT

Mohammad Rehan

📍 Al Aziziya Doha Qatar

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OBJECTIVE

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

EXPERIENCE

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 - 2006

- **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

2013 - 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 -
Present

- **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

2013

- **Monad university hapur India**
B.A In political science
Second

2007

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

SKILLS

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

ACTIVITIES

- Visit to old monuments travel and reading

LANGUAGES

- 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

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

ADDITIONAL INFORMATION

- Work as a fleet 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

- 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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