

NISHAD KAKKAT

**PERSONAL PROFILE:****Email:** nishad.kakkat@gmail.com**Mobile :** +974 31278599Permanent Address:

KAKKAT HOUSE  
CHELAKKAD PO  
KATTUPPARA  
PULAMANTHOLE  
MALAPPURAM  
KERALA, INDIA  
PIN:679323

Personal Data:

**Fathers Name :** ASHRAF.K  
**DOB :** 29/8/1994  
**Sex :** Male  
**Nationality :** Indian  
**Marital Status :** Single

Languages Known:

English : Fluent  
Hindi : Fluent  
Malayalam : Native  
Tamil : Speak  
Arabic : Beginner

Passport Details:

**Passport No. :** N2370412  
**Qatar Id No:** 29435624950  
**Visa number:** 382019039371  
**Profession:** Representative  
**Place of Issue :** Doha-Qatar  
**Visa status :** Transferable

Driving License Details:

*Valid Qatar driving License*  
*Valid Indian driving License*

**CAREER OBJECTIVE:**

Seeking career in a company where I can utilize my skills and knowledge which provides me job satisfaction and self-development and help me to achieve organizational goal

**EDUCATION QUALIFICATION::**

**NETWORKING-** Indian options Kochi-Kerala

**CCNA ,CCNP,VM WARE ,RED HAT,MCSE**

**Bachelor of Computer Application** -From A.R.M COLLEGE  
ADVANCED STUDIES – Manjeri, Malappuram, University of -  
Kerala(Pursuing)

**SENIOR SECONDARY**– GHSS Perinthalmanna(2012)  
State Board Of Secondary Education, Kerala State

**HIGH SCHOOL** – Guidance Higher Secondary Kattuppara  
(2010) State Board Of Secondary Education, Kerala State

**PROFESSIONAL EXPERIENCE:**

**Working with Qatar Charity FIFA Volunteer From Sep  
2022 to Des 2022**

Mwasalat Karwa Taxi

**Working with Top Quality for Cars**

**Auto Parts & Car Accessories From Jun 2020 to  
Present**

Sales representative with Customer service support  
Estimator and Quotation  
Preparing Purchas Request

**Worked with Dr Food Stuff Factory LLC, Doha-Qatar  
From November 2019 up to Jun 2020**

**SALES MAN**

Maintain & Achieved monthly sales targets  
Record daily & monthly sales report  
Prepare Orders for Stock & maintain

**Worked with Grand Style Trading & Contracting,  
Doha-Qatar**

**Admin Cum Procurement Officer**

From Feb 2019 up to Oct 2019

Attendance & Time sheet preparation  
Process various memos & documents  
Data Entry & update employee information using management system.  
Handling Incoming mail & Faxes  
Document Controlling & Filing  
Prepare Quotation & LPO  
Transport Coordination  
Deposits (cash and cheques) other bank related transaction

**COMPUTER SKILLS:**

Programming Languages: C,HTML,PHP

Networking(CCNA, CCNP, RERHAT, VM WARE,  
MCSE)

MS OFFICE (MS word, MS excel, MS power point.)

**DECLARATION:**

I hereby declare that all the particulars given above are true to my knowledge and if am given a chance to work in your concern I assure you I would be very sincere towards my job.

**Nishad kakkat**