



ABDUL KAIUM

CONTACT

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Address
Doha, Qatar

Personal Details:

Date of birth : 20/08/1995
Nationality : Bangladesh
ID No : 29505000778
Expiry Date : 18/12/2024
Passport No : EL0861971
Expiry Date : 07/08/2028
Marital Status : Married

Hobbies

-  Sport
-  Travelling
-  Swimming
-  Reading

CURRICULUM VITÆ

OBJECTIVE

Seeking for a challenging and dynamic position in a well-reputed organization, where I can utilize my expertise and knowledge, and gain further professional skills helpful to organization as well as career advancement

EDUCATION

- Secondary School Education

WORK EXPERIENCE

- 2 Years Work experience as a operator
in **National Petrolioum Service(NPS)** Doha, Qatar.
2016 to 2018
- 6 Years Work experience as a Driver
in **Chowdhury Limousine w.l.l** Doha, Qatar.
2018 to Current

PERSONAL SKILLS

- Written and verbal communication.
- Customer service skills.
- Active listening skills
- Self-Control.
- Problem-solving skills.
- Basic Computer skills.
- Developing skills.
- Leadership
- Management Skills

DUTIES/RESPONSIBILITIES:

- Time Management
- Serve Tea and Coffee to Staff and office Visitor.
- Clean office kitchen on daily basis.
- Responsible for disposal of trash, waste, and other disposable material.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Critical Thinking

LANGUAGES KNOWN

- Hindi
- Arabic
- English
- Bangla

DECLARATION

I do hereby certify that the information given above are true and correct to the best of my knowledge.