

WALEED HABIB



Contact

Address:

Doha, Qatar

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Languages

English: fair

Hindi : Good

Urdu : Good

Arabic : Good

Hobbies

- Writing
- Sketching
- Photography
- Music

Summary

To obtain a suitable position in an esteemed organization, where I can utilize my qualification and experience to carry out my duties efficiently and develop a successful career. I am a hardworking person with 10 years of experience in the state of Qatar

Skill Highlights

- Purchase
- Document control
- Camp boss
- foreman
- Innovative
- Service-focused

Experience

Company: Mediterranean Equipment & contracting Company

Position: Purchaser cum Pro-Assistant, March 2018 to till date

Roles & Responsibilities:

- Sourcing and purchasing required consumables and spare parts for the Maintenance department.
- Identifying the suitable and cheapest supplier for the requirement.
- Submitting the company invoices in customer's construction sites and offices.
- Collecting timesheets and verifying the correctness prior collecting.
- Maintaining vendor records for future reference.
- Collection of payments and cheques from the customer place.
- Submitting documents for gate passes for workers and equipment.
- Preparing documents for visa processing through typing centers, verifying documents and submitting the document in the immigration and various government agencies.

Education

Higher Secondary

Certifications

IOSH certificate from institute of occupational health and safety