



# **SRINIVAS DHUDUGU**

**Doha-Qatar**

**(mobile): +974 7206 3299**

**(E-mail) [srinivasdoha@gmail.com](mailto:srinivasdoha@gmail.com)**

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## **CAREER OBJECTIVE**

Seeking Position of Driver & Messenger I Have Light Driver License Manual  
To pursue a challenging career in growing and reputable organization and provide competitive Work with Opportunities for Personal growth and Career Advancement.

## **EDUCATIONAL QUALIFICATIONS**

**Successfully Completed +2 Board of India**

## **TECHNICAL SKILLS**

- **Documentation Skills**
- **Excellent Verbal and Written Communication,**
- **Administrative Writing Skills,**
- **Attention to Detail.**

## **Work Experience:**

- I have 4 Years Worked Experience As an OFFICE ASSISTANT in Qatar
- In 2010-2012 Confidence Swimmingpool Al-Sadd
- In 2012-2014 Comintouch Technology Barwa Village,
- In 2016-2018 Victoria Home Decoration Trading & New Sailia as a store keeper
- in 2018-2022 TSNPDCL Electricity in india

### **Key Responsibilities Handled:**

- Maintaing Office Operations Of Supplies and equipment
- Picking-Up and Dropping Office Staff Bank Work
- Serving Customers.
- Collecting And Mailing Correspondence
- Maintains Supplies By Checking Stock to Determine Inventory Level
- Placing and Expediting Orders, Verfyng Receipt, stocking items, DeliveringSupplies to work stations.
- Updating job related knowledge by participating in educational seminars.
- Read and analyze incoming memos, submissions , and reports in order to determine their significance and plan their distribution and office work to site .
- Fillining Corporate Documents , records and reports.
- I know all routes / locations in Qatar.
- I can Drive 3 ton Pickup and 3 ton Truck Also 3 Years Experience .

## **PERSONAL PROFILE :**

NAME	:	SRINIVAS DHUDUGU
FATHER'S Name	:	D.RAJAM
DATE OF BIRTH	:	16/06/1985
GENDER	:	MALE
MARITAL STATUS	:	Married
PASSPORT NUMBER	:	V8212586
Date of Issue	:	14/03/2022
Date of Expiry	:	13/03/2032
NATIONALITY	:	Indian
LANGUAGES KNOWN	:	English, Hindi & Telugu
QATAR ID NO	:	28535630888
Driving License expiry	:	24/03/2029
Vehicle Permitted	:	Light Vehicle – Manual
Visa Status	:	Working visa - Transferable

## **Declaration :**

I here declare that the above information is true to the best of my knowledge and belief.

**Place :**

**Date :**

**DHUDUGU .SRINIVAS**