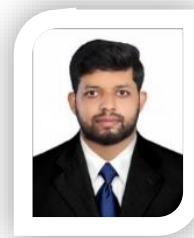


## Brief Profile-Nizamudin Abdul Kareem



**Nizamudin Abdul Kareem**

Phone:+97471208915

Doha, Qatar

[nizamudinabdulkareem@gmail.com](mailto:nizamudinabdulkareem@gmail.com)

### PROFILE

Accomplished **Messenger/Document Controller professional with 9 plus years of progressive responsibilities and experience with transferable Visa and Valid Driving Licence**. Capable of handling a wide range of Messenger/Document Controller functions, while consistently producing top-quality work. Skills in time management, communication, proficiency in using GPS Device, Exceptional Interpersonal skills and Basic Knowledge in vehicle Trouble shooting

### WORK EXPERIENCE

Organization	Designation	Period
<b>Khalid AL Mannai</b>	Personal Driver	Jan 2024- Till Date
<b>Talabat Delivery</b>	Freelance food delivery/car	May 2023- Sep 2023
<b>Rafik El-Khoury &amp; Partners Consulting-Engineers U.A. E</b>	Document Controller	Jan 2022- Feb-2023
<b>Qatari-Diar Saudi Bin Laden Group Construction Qatar</b>	Messenger	Nov 2013-Oct 2020
<b>AL NOOR LIGHTS DOHA QATAR</b>	Admin Assistant	FEB 2013- OCT-2013

### PROFESSIONAL ACCOMPLISHMENT

#### **Personal Driver Khalid Al Mannai working as personal driver Jan 2024- Till Date**

- Fetching and welcoming clients at the beginning of their trip.
- Loading and unloading clients' possessions, as required.
- Traveling via the most efficient routes, unless otherwise directed.
- Complying with road regulations at all times.
- Engaging in conversation or playing music, if suitable.
- Ensuring that clients' identities and conversations remain confidential.
- Apprising clients of local services that may be of use to them.
- Ensuring that the automobile remains clean and well maintained.

#### **Freelance Delivery -Talabat Qatar delivery of foods in grocery in car May 2023- Sep 2023**

- Manage multiple orders, delivery locations, and customers at the same time
- Deliver orders within an optimal period of time, ensuring freshness of food and respect for customer preferences
- Safely operate a vehicle in all types of weather conditions
- Navigate local streets and highways efficiently using GPS
- Communicate clearly with customers and food service employees, demonstrating an eagerness to work through any issues or points of confusion
- Verify orders before each delivery and maintain a detailed, comprehensive delivery log

#### **Document Controller- Rafik El-Khoury & Partners Consulting-Engineers U.A.E** As managing incoming and outgoing Documents of Contractors and Client. directly reporting to Project Manager **Jan 2022-Feb 2023**

- Scan and upload documents according to company procedure

## Brief Profile-Nizamudin Abdul Kareem

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- Collect and register all technical documents such as drawings and blueprints in the company's system
- Review and update documents for maintenance and quality control
- Keep other personnel updated on new document versions and how to obtain access
- Handle records across various departments
- Create templates for use by other personnel
- Maintain confidentiality regarding sensitive documents. Maintain confidentiality regarding sensitive documents.
- Establish and maintain record retention timelines

### **Messenger- Qatari-Diar Saudi Bin Laden Group Construction Qatar** Work as Messenger and reporting to HR Admin Coordinator **Nov 2013-Oct 2020**

- Clarifying your scheduled and anticipated deliveries before each shift begins.
- Fetching, checking, and signing for parcels at their respective collection points.
- Taking special care to load the parcels into your bag or vehicle in a safe manner.
- Devising and choosing the most effective routes.
- Transporting items to drop-off points.
- Answering recipients' questions about the delivery process.
- Ensuring that both yourself and the recipient sign all relevant documentation upon delivery.
- Checking to see that you have completed all work allocated for the day.
- Advising your line manager of deliveries that could not be fulfilled.
- Remaining friendly and helpful as you conduct your duties

### **Admin-Assistant- Al Noor Lights Doha, Qatar 2013** Carries out administrative duties such as filing, typing, copying, binding, scanning etc. Completes operational requirements by scheduling and assigning administrative projects and expediting work results. **Feb 2013- Oct-2013**

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

## EDUCATIONAL QUALIFICATION & STRENGTH

- **BSc Computer Science 2011**
- **MCITP Microsoft Certified IT Professional**
- **ISO 55001:2014-Asset Management (Internal Auditor)**
- **Certification in Adobe photoshop & Adobe After Effects**

## PERSONAL DETAILS

- Nationality: Indian
- Age : 33 Years
- Reference : Shall Be Provided Upon Request
- Certificates: Shall Be Provided Upon Request