

Brief Profile-Nizamudin Abdul Kareem



Nizamudin Abdul Kareem
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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,proviency in using GPS Device,Exeptional Interpersonal skills and Basic Knowledge in vehicle Trouble shooting

WORK EXPERIENCE

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

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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