



Contact

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Visa Type : Transferable Visa with QID
Passport No : N8872079
Nationality : Sri Lankan
Gender : Male
QIC NO : 28614406732
Join Immediately

Language

English
Arabic
Hindi

Education

G.C.E Advance Level

G.C.E Ordinary Level

Computer Application Assistant
- E soft Metro Campus

Certification in English
- Royal International College

Skills

- MS Office Application Collection
- Proficient in Hotel Management & Hospitality
- Ability to Work with Arabic, English Environment
- Excellent Communication Skills
- Problem Solving Attitude
- Independent and Self-Motivated
- Good Team Player

Noor Mohamed Saheer

Looking Forward to Work in Challenging Environment Where my Skills Can Be Effectively Utilized to Improve Operations and Contribute to the Company's Growth

Experience

6+ Years Experience - Qatar

2022 – 2024

LAFFAN TRADING W.L.L - QATAR

DRIVER CUM MESSENGER

- To coordinate with the HR, Admin, and other departments regarding deliver and collect documents etc.
- Picking up and delivering various packages, documentation etc.
- To specified locations as per the delivery instructions.
- Support PRO with administrative tasks.
- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner

2017 – 2022

CUBE LIGHT W.L.L - QATAR

DRIVER CUM MESSENGER

- Fulfill Administrative Needs, Like Office Pickups
- Ability to Checked and Verifies All Kind of Office File and Report
- Interact With Clients Professionally at All Times
- Excellent Navigation Skills and Deliveries and Stay on Schedule
- Communicating With Dispatchers, Driver and Other Team Members to Make Deliveries

2013 - 2015

CARREFOUR - DUBAI

SALES MAN

- Check for Stock at other Branches or order Requested Stock for Customers
- Present, Promote and Sell Products/Services Using Solid
- Perform Cost – Benefit and Needs Analysis of Existing/Potential Customers to meet their Needs
- Provide Customers with Information about Items
- Help Customer Find Items in the Store

Certificates

- **G.C.E Advanced Level**
- **G.C.E Ordinary Level**

I do here by Affirm that the Above Particulars Furnished by Me are true and Correct to the Best of my Knowledge. Also I Assure that I Can Give My Best and Hard Work on The Offer of a Good Opportunity.

Yours Faithfully,
Mohamed Saheer