

MOHAMED AMJATH JAMALDEEN

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Location: Doha, Qatar.

Availability: Immediately with NOC



CARRIER OBJECTIVE:

To be employed in a dynamic, challenging environment and self-motivated with around 10 years of experiences in Office administration as an Office Assistant, Messenger, Driver and Salesman where I can use my skills and abilities to the fullest for the best of the organization which will further advanced career prospects.

WORK EXPERIONCES:

- Driver cum Messenger in **Dr.Marwan Kalla Dental Lab, Qatar** Form 05-02-2023 to 12-02-2024.
- Office Assistant and salesman in **Steel Stone Trading, Qatar** from 04-09-2019 to 02-02-2023
- Salesman in **Al Barih Trading & Travels, Sri Lanka** from 2017 to 2019.
- Office Assistant and Messenger in **Doha Bank, Qatar** from 2013 to 2016.

JOB RELATED ABILITIES AND SKILLS:

- Pick and Drop the company staff to from the accommodation to the Dental Lab.
- Cheque deposited, Collect the official documents and submit to concern departments.
- Filing and arranging the office documents.
- Photocopy, Document scanning and Book binding.
- Ensure that stores, shelve stocked with the right type and Quantities of products.
- Display, arrange, price and rotate products in shelves.
- Ability and a desire to learn.

PERSONAL INFORMATIONS:

- **Driving License:** Valid Qatari Driving License.
- **Date of Birth:** 06th December 1988
- **Nationality:** Sri Lankan
- **Marital status:** Married
- **Religion:** Muslim
- **Visa Status:** Transferable visa with NOC
- **Exceptional communication skills** (Hindi, Arabic English, & Malayalam).

I hereby declare that the above statements are true and accurate to the best of my knowledge and belief.

Mohamed Amjath Jamaldeen.