

MD MOTIBUL RAHAMAN

Innovator, Mentor, Problem Solver, Quick learner

Nationality – Nepali

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CAREER OBJECTIVE

Seeking a Challenging career that utilize my skill in my area of competence and enriches my knowledge and gives me a chance to be part of a team that contribute towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

PROFESSIONAL EXPERIENCE

Company: *Gulf Builders Company Doha-Qatar*
Position: *Admin Assistant/PRO Assist. /Messenger/Driver*
Duration: *From December 2012 at present*

Duties and Responsibilities

- ⇒ Greeting guests and visitors ascertains nature of business and direct visitors to appropriate person.
- ⇒ Answers telephone, taking and replaying messages. Receives, sorts, and distributes mail.
- ⇒ Manage the Petty cash and handle all the purchasing of office supply or site expense.
- ⇒ Organize & schedule appointment, maintain contact list.
- ⇒ Prepares Employee salary through WPS file and send to the Bank for release.
- ⇒ Check and update All Staff & labors ID, PP and Vehicle registration, weekly, and request for renewal.
- ⇒ Managing all incoming & outgoing filling systems updated & maintain records of all approved document and drawing Submittal, Materials Transmittal, specifications, correspondences etc.
- ⇒ Book travel arrangement for employee, maintain personal files and maintain up-to-date employee holiday records.
- ⇒ Perform general office duties, such as ordering supplies, maintaining records management database system and performing basic book keeping work.

As Office Driver/Messenger

Duties and Responsibilities

- ⇒ Perform daily inspections on vehicles, at the beginning of each shift.
- ⇒ Ascertain that all cars are properly cleaned and maintained and that any need for repairs is outlined and reported.
- ⇒ Obtain orders for transporting people (staff members) or things to different locations, and ensure that they are carried out correctly.
- ⇒ Use standard maps or the GPS to map safe routes to destinations, ensuring that timelines are met.
- ⇒ Transport people to their destinations, or handle office pick-up duties, and deliver parcels and documents.
- ⇒ Perform work related errands, deeds, as requested, like going to the Post Office, Banks for RTGS and NEFT cheque clearance, payment withdraw, cheque submitting.

Company : *Gulf Builders Company Doha-Qatar*
Position : *Purchaser/ Time Keeper*
Duration : *From May 2008 to December 2012*

Duties and Responsibilities

- ⇒ Preparing Attendance for Labors Time Sheet & OT and submit to Project & A/C Manager.
- ⇒ Arranging time schedule for employees working at which to site.
- ⇒ Responsible for cycle counts and inventory management.
- ⇒ Analyze and manage the supplier performance and resolve performance issues.
- ⇒ Provide and manage regular reporting of purchase and supplier performance.
- ⇒ Execute commodity management with focus on contract and price negotiations and managing the relationship with key suppliers.

EDUCATIONAL & TECHNICAL QUALIFICATION

Government Board of Nepal 10th Basic: S.L.C. 2007 at Shree Ramdarash Higher Secondary school- Mahottari

Valid Qatari Driving License (Light vehicles) & Nepal Driving License (Light Vehicles)

Extensive knowledge of Microsoft Office Suits & Adobe Suits

Language: Arabic -Moderate (English, Hindi & Nepali [Fluently Speaking and writing])

GENERAL SKILLS

QuickBooks Database Management Business Knowledge Editing & Proofreading Calendar Management

SOFT SKILLS

Excellent Communication Skill Organization Customer Services Team leader Professionalism

Adaptability Collaboration Strong Work Ethic Problem Solving Time Management

INTERESTS

Reading Learning Coding Exploring Web Design

PERSONAL PROFILE

Name : Md Motibul Rahaman
Date of Birth : 03rd of August 1989
Qatari ID : 28952403035
License Issue : 13rd December 2012
License Validity : 13rd December 2027
Visa Type : Work Visa with **NOC**

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Md Motibul Rahaman motibul@yahoo.com +974 66409246