

Muhammad Ibrahim

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Muaither, Doha, Qatar

WORK EXPERIENCE

Representative

Jan 2023 - Present

Golden Dreams Trading Contracting and Services • Doha, Qatar

- Respond to telephone, in person or electronic enquiries or forward to appropriate person.
- Send and receive messages and documents using electronic mail or WhatsApp.
- Photocopy, scan, sort, and file documents according to established guidelines.
- Retrieve, or make copies of documents from files as requested and maintain records of filed.
- Visit the relevant ministries to complete registration & resolve problems of employees.
- Typing required letters to complete formalities by Government.
- Qatar Govt relevant work for company labor Documentations like work contracts, visa submission and issue work permit etc.

Electrician / Purchaser

Aug 2021 - Dec 2022

Miles Trading and Contracting • Doha, Qatar

- Read and interpret drawings, circuit diagrams and electrical code specifications to determine wiring layouts for installations.
- Pull wire through conduits and through holes in walls and floors.
- Install brackets and hangers to support electrical equipment.
- Install, replace, and repair lighting fixtures and electrical control and distribution equipment, such as switches and circuit breaker panels.
- Troubleshoot and isolate faults in electrical and electronic systems and remove and replace faulty components.
- Develop and maintain relationships with suppliers to the organization.
- Assess requirements of an establishment and develop specifications for equipment, materials and supplies to be purchased.
- Consult with suppliers and review quotations.
- Establish logistics of delivery schedules, monitor progress and contact clients and suppliers to resolve problems.

Administrator

Aug 2020 - Jul 2021

Chinar Trading & Contracting • Doha, Qatar

- Respond to telephone, in person or electronic enquiries or forward to appropriate person.
- Send and receive messages and documents using electronic mail or WhatsApp.
- Photocopy, Scan, sort, and file documents according to established guidelines.
- Locate, retrieve, or make copies of documents from files as requested and maintain records of filed.
- Visit the relevant ministries to complete registration.
- Resolve problems relevant to different of employees.
- Typing required letters to complete formalities by Government.
- Qatar Govt Relevant work for company labor Documentations like work contracts, visa submission and issue work permit etc.

Administrator

Aug 2018 - Jul 2020

Taj al-sharq trading & contracting. • Doha, Qatar

- Respond to telephone, in person or electronic enquiries or forward to appropriate person.
- Send and receive messages and documents using electronic mail or WhatsApp.
- Photocopy, Scan, sort, and file documents according to established guidelines.
- Retrieve, or make copies of documents from files as requested and maintain records of filed.
- Visit the relevant ministries to complete registration. resolve problems different of employees.
- Typing required letters to complete formalities by Government.
- Qatar Govt Relevant work for company labor Documentations like work contracts, visa submission and issue work permit etc.

Purchaser

Jan 2016 - Mar 2018

DK Architect • Lahore, Pakistan

- Develop and maintain relationships with suppliers to the organization.
- Assess requirements of an establishment and develop specifications for equipment, materials and supplies to be purchased.
- Consult with suppliers and review quotations.
- Establish logistics of delivery schedules, monitor progress and contact clients and suppliers to resolve problems.

Travel Consultant

Feb 2014 - Nov 2015

Qamarul Islam Travel & Tourism • Lahore, Pakistan

- Provide travel information to clients regarding destinations, transportation and accommodation options and travel costs, and recommend suitable products.
- Plan and organize vacation travel for individuals or groups.
- Make transportation and accommodation reservations using computerized reservation and ticketing system.
- Sell single fare tickets and package tours to clients.
- Promote destinations, tour packages and other travel services.

Data Entry Operator

Nov 2012 - Dec 2013

TCS Courier Service • Lahore, Pakistan

- Input data into computerized databases, by typing or optical scanner
- Verify accuracy and completeness of data.
- Identify, label, and organize electronic storage media.

Electrician

Aug 2009 - May 2011

China railway Construction Company (CRCC) • Jeddah, Saudi Arabia

- Read and interpret drawings, circuit diagrams and electrical code specifications to determine wiring layouts for new or existing installations.
- Pull wire through cable trays.
- Test continuity of circuits using test equipment to ensure compatibility and safety of system.

Driver / Storekeeper

Mar 2007 - Apr 2009

JGC Petro Rabigh (Saudi Aramco) • Rabigh, Jeddah, Saudi Arabia

- Receive and sort incoming tools.
- Store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area
- keeping store records, submitting daily reports.
- Pick up staff and drive them to their site office, project area.
- Clean and make minor repairs to vehicles or take vehicles for servicing.
- Pick up staff according to request, appointment, or schedule.

Receptionist

Aug 2004 - Dec 2006

Al-Mubroora Hotel • Al-Madinah Al-Munawarah, Saudi Arabia

- Reservations and room assignments
- Register arriving guests and assign rooms.
- Answer enquiries regarding hotel services and registration by telephone and in person, provide information about services available in the hotel and respond to guests' complaints.
- Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized.
- Present statements of charges to departing guests and receive payment.
- coordinate to hotel management & follow-up housekeeping staff.

Receptionist

Jun 2001 - Dec 2003

Jawahir Al-MAdinah Hotel • Al Madinah Al Munawarah, Saudi Arabia

- Reservations and room assignments
- Register arriving guests and assign rooms.
- Answer enquiries regarding hotel services and registration by telephone and in person, provide information about services available in the hotel and respond to guests' complaints.
- Compile and check daily record sheets, guest accounts, receipts and vouchers using computerized or manual systems.
- Present statements of charges to departing guests and receive payment.
- coordinate to hotel management & follow-up housekeeping staff.

EDUCATION

Microsoft windows & MS Office Certificate

• Lahore, Pakistan

SSC

Aug 2012 - Aug 2014

Allama Iqbal Open University • Islamabad, Pakistan

SKILLS

- | | |
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| • Well-practiced in MS Windows & Microsoft word, Excel | • Teamwork and collaboration with staff |
| • Communication skills | • Complete knowledge of driving traffic laws |
| • Customer service | • Run different computer software. |
| • Organizational skills | • Problem-solving ability |
| • Positive attitude and logical thinking | |

DRIVING LICENSES

- Holding Saudi Arabia car driving license (expired)
- Holding Pakistan LTV, PSV driving license (Valid)
- Holding Qatar LTV driving license (Valid)

LANGUAGES

•English •Arabic •Urdu •Hindi