

KAMARUDDIN MIYA

(Messenger)

Doha Qatar

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PROFILE

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills and experiences also the opportunity to learn more in professional atmosphere. Proven ability to manage and complete projects to the highest standard, with a meticulous attention to detail and within agreed deadline.

EXPERIENCES

1. Mohd Bin Saad Trading and Co, currently working.

Position Held: Messenger Duties & Responsibility:

- ❖ *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.*
- ❖ *Deal with general enquires regarding Messenger functions promptly and efficiently to enhance the level of department service.*

2. Sky Land Business Group W.L.L, Doha – Qatar for 5 Years.

Position Held: Messenger Duties & Responsibility:

- ❖ *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.*
- ❖ *Deal with general enquires regarding Messenger functions promptly and efficiently to enhance the level of department service.*
- ❖ *Provide service, support, and assistance to new and existing employees on their requirements related to work.*
- ❖ *Picking up and delivering various packages, documentation etc. to specified locations as per the delivery instructions.*
- ❖ *Deal with general enquires regarding Messenger functions promptly and efficiently to enhance the level of department service*
- ❖ *Provide service, support, and assistance to new and existing employees on their requirements related to work.*

3. Steady Routes, Saudi – Arabia for 4 Years.

Position Held: Messenger / Supervisor Duties & Responsibility:

- ❖ *Supporting company leadership and supervising administrative department activities for staff members.*
- ❖ *Set goals for performance and deadlines in ways that comply with company's plans and vision and communicate them to subordinates.*
- ❖ *Organize workflow and ensure that drivers understand their duties or delegated tasks.*
- ❖ *Receive complaints and resolve problems.*
- ❖ *Maintain timekeeping and personnel records.*
- ❖ *Pass on information from upper management to drivers and vice versa.*
- ❖ *Prepare and submit performance reports*

PERSONAL DETAILS

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|----------------------------|--------------------|
| Name | : Kamaruddin Miya |
| Nationality | : Nepali |
| Date of Birth | : 17 August 1989 |
| Marital Status | : Married |
| Passport No | : 0809514 |
| QID No | : 28952411532 |
| Driving License Issue Date | : 08 November 2009 |
| Driving License Expiry | : 27 August 2028 |

QUALIFICATION / EDUCATION

- **SCHOOL LIVING CERTIFICATE**
Shree Bhavani Prasad Sakal Prasad Ram Prasad Higher Secondary School.
- **INTERMEDIATE IN SCIENCE**
Shree Bhavani Prasad Sakal Prasad Ram Prasad Higher Secondary School.

ADDITIONAL SKILLS:

✓ *Fundamental of computer, operating system, Ms-excel, Ms-word, E-mail & Internet.*

LANGUAGE KNOWN:

English, Arabic, Hindi, Nepali, Urdu.

KAMARUDDIN MIYA