



# MOHAMED SAKEER IZZADEEN

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mohamadsakirsakir61@gmail.com

Dependable and proactive professional with strong organizational and computer skills looking for an office assistant role to support a busy team in a fast-paced environment. Bringing a positive attitude and the desire to stay with the organization long-term.

## Experience

- Worked as a Newton British Academy Company office assisten 2 Years In Doha Qatar.
- Worked as a Driver Messenger Al Fardan Exchange 1 Year Experience in Doha Qatar.

## Personal Details

- QID NO : 29814402503
- Passport No :N6160506
- Expiry : 17/02/2026
- Nationality : SRI LANKA
- Date of birth : 02/02/1998
- Married status: Single

## Qatar License

- QATAR LIGHT LICENSE HAVE

## DECLARATION

I To Hereby Declare That This Resume Correctly Describes My Qualifications, Experiences & Self To The Best Of My Knowledge & I Shall Ever Discharge My Duties With Dedication & To The Entire Satisfaction Of The Superiors.

## Highlights

- Performing research
- Managing records
- Answering calls and taking messages
- Administering payroll
- Entering information into databases
- Ordering and tracking office inventory
- Welcoming visitors
- Sending and receiving mail
- Compiling receipts, purchase orders and

## Language

- English (**Good**)
- Hindi (**Good**)
- Arabic (**Normal**)

## Education

- Successfully completed G.C.E O/L pass in Sri Lanka.
- Successfully completed advance A level pass in Sri Lanka.