

# MOHAMMED RIKAS

DRIVER CUM OFFICE ASSISTANT



🏠 Doha, Qatar

📞 31598793

✉️ wwwrikas8@gmail.com

## SKILLS

### PROFESSIONAL

- Approachable and Friendly
- Focused and Attentive
- Physically Strong
- Negotiation Skills
- Flexible
- Good Communication
- Able to Lead the Workers

## EDUCATION

● Successfully Completed the Certificate of Secondary (A/L) in Sri Lanka.

## LANGUAGE

- ENGLISH
- ARABIC
- HINDI
- TAMIL

## PROFILE

To enhance my knowledge and capabilities by working in a dynamic Organization that pride itself is giving substantial responsibility to a new talent.

## EXPERIENCE

### DRIVER

• 2017 - 2023

#### CROWN SECURITY SOLUTIONS - DOHA, QATAR

- Keep accurate records of purchases.
- Obtain material price and sub - contractor price from the market.
- Taking off Quantities for the site requirement.
- Negotiating and getting quotations from required suppliers within the timeline.
- Coordination with Architects, MEP Service Engineers and Project Management Team as directed and required by the management.
- Planning and coordinating the site staffs/manpower to complete the work on schedule.

### DRIVER

• 2013 - 2015

#### PERSONAL DRIVER – RIYADH, SAUDI ARABIA

## DRIVING LICENSE DETAILS

- Holder of Qatar Driving License (Light Vehicle)
- Holder of Saudi Driving License (Light Vehicle)
- Holder of Sri Lanka Driving License (Light Vehicle)

# MOHAMMED RIKAS

DRIVER OFFICE ASSISTANT

## EXPERIENCE

OFFICE ASSISTANT

• 2010 - 2012

**KHALIFA UNIVERSITY OF ABU DHABI- UAE**

- Maintaining files.
- Answering phone calls
- Welcoming visitors to the office.
- Perform receptionist duties when needed.
- Monitor level of supplies and handle shortages.
- Copies and stores important documents and records.
- Resolve office-related malfunctions and respond to requests or issues.
- Provide visitors with information and direct them accordingly.

I do hereby certify that the particular furnished above are true and correct to the best of my knowledge.

Thank you,  
Yours truly,  
Mohammed Rikas