



Dawoothu Lebbe Sajun

Doha, Qa

Mob: 77723485- 50756796

Sajoonafa@gmail.com

Career Objective

Highly managerial skills want to implement for organizational growth and it should also provide me financial stability.

Career Summary

- Have experience in the field and well modified.
- Easygoing and capable to provide service in any condition.
- Responsible & Well-mannered.
- Respect others and complete my task on time.
- Hard Worker, Target Achiever.

Personal Qualities

- An enthusiastic person who performs all office tasks to the highest standard and within given timescales.
- Excellent communication skills in written and verbal both.
- Proven electronic diary management skills.
- Good telephone manner and client interface skills

Employer - GULF

Qatar:

13 Years of Experience:

2010 – 2011	Worked as Office Assistant in New Light Electro Mechanic Work co.
2011 – 2014	Worked as Messenger & Document Controller in Global Business Center,
2014 – 2015	Worked as Document Controller in United Media Centre,
2015 – 2016	Worked as Sales and in Thanfeeth Hospitality Services Co. Doha, Qatar
2018 – 2019	Worked as Salesman Data Select Vodafone Co. Doha, Qatar.
2019 – 2020	Worked as Manager Atyf Cleaning Co. Doha, Qatar
2020 – 2023	Worked as Managing Director Fresh Lavender Cleaning And hospitality co.

Education

Diploma in House-Keeping, (2004-2005)

Kandy Institute of Hotel Management,
Kandy, Sri Lanka.

Languages

• English	Read, Write & Speak
• Arabic	Read, & Speak
• Hindi	Can Speak
• Malayalam	Can Speak
• Tamil	Read, Write & Speak
• Sinhala	Can Speak

Computer Literacy

- Microsoft Office Packages
- Internet and E-mail

Personal Details

- | | |
|-------------------------|-------------------------|
| • Name | : Dawoothu Lebbe Sajun |
| • Gender | : Male |
| • D.O.B. | : 22nd September, 1991. |
| • Nationality | : Sri Lanka |
| • Marital Status | : Single |
| • Passport No | : N5950916 |
| • Qatar Driving License | : 29114402583 |

Your Company would be the best platform to perform the maximum skills in my field. Honestly I will be able to serve you from the day one of my duty. Giving a best output is the best target I have. I am eagerly waiting with my own ID to join with you and to prove myself as a hard worker.

Declaration:

I hereby confirm that the information given above is true to the best of my knowledge and belief.
Dawoothu Lebbe Sajun
ID 29114402583



