**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

