



# MUSTHAFA PALLATH

## CAREER OBJECTIVE

---

Dedicated and versatile professional seeking a dynamic role that combines driving responsibilities with office support tasks and purchasing duties. Possessing a strong commitment to efficiency, accuracy, and timely delivery of tasks to contribute effectively to the operational success of the organization.

## WORK EXPERIENCE

---

### GULF EXPERIENCE

#### **PLUSH EVENTS AND DESIGN - DRIVER, OFFICE MESSENGER AND PURCHASER**

**Doha, Qatar** - 1 October 2019 to 30 June 2024

##### **DRIVING:**

- Provide transportation services for office staff, equipment, and materials to event venues and client locations.
- Ensure the safe loading, unloading, and transport of event supplies and décor.
- Coordinate with event supervisor to plan routes and schedules for timely arrivals and departures.

##### **OFFICE MESSENGER:**

- Facilitate the distribution of office and event-related documents, contracts, and materials between departments and external partners.
- Assist in the organization and management of event supplies.
- Support event team with any tasks that needs assistance.
- Work with vendors and suppliers to coordinate deliveries and pickups as needed.

##### **PURCHASING:**

- Source event supplies, decorations, and materials in accordance with event requirements and budget as per supervisor's request.
- Negotiate pricing with vendors to secure favorable agreements and ensure cost-effectiveness.
- Monitor inventory of office and event essentials and coordinate restocking to prevent shortages.

#### **FRIENDS TRANSPORTATION - CAR LIFT**

**Doha, Qatar** - 2017 to 2019

#### **AD ASTRA - STORE KEEPER**

Receive, inspect, and organize incoming shipments of Fischer Products, ensuring accuracy and quality standards are met.

**Doha, Qatar** - 2015 to 2017

#### **DRINKING WATER DELIVERY - DRIVER**

**Jeddah, Kingdom of Saudi Arabia** - 2012 to 2014

## CONTACT

---

Address : Al Sadd, Doha, Qatar

Mobile No. : +974 30670109

Email : musthafapallath0@gmail.com

## PERSONAL INFORMATION

---

Nationality : Indian

Marital Status : Married

Language : Arabic, English, Hindi, Malayalam

Birthday : 1 June 1984

Age : 40 years old

Qatar Driving License Holder

## EDUCATION

---

#### **Board of Higher Secondary Education,**

**Kerala, India** - 2001

## SKILLS AND QUALIFICATIONS

---

Valid driver's license with a clean record.

Familiarity with local traffic laws and routes.

Organizational and time management skills.

Communication and interpersonal abilities.