



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

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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.