



# NAHAS M NAJEEB

Messenger/Data entry

## About Me

I am Nahas, an Indian D.O.B 10/05/1986 professional with 20 years of experience in the Gulf region. **QATAR DRIVING LICENCE HOLDER QID 28635607791** ,currently working as a Coordinator at Vernon Cleaning & Hospitality Services in Qatar. My background includes roles as an Office Messenger, Document Controller & DATA ENTRY , and HR Support Administration Assistant. I Have 35-45 typing speed. showcasing my versatility and dedication. I bring strong organizational and communication skills, along with proficiency in computer applications and social media management, committed to enhancing office operations and supporting business growth.



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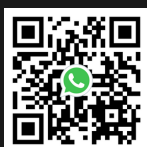
Althumama Building:22  
Street:917 Zon:46 Doha, Qatar

## Language

- English
- Arabic (basic)
- Hindi

## Expertise

- Navigation and Route Planning
- Vehicle Maintenance and Safety
- Communication Skills
- Record Keeping and Documentation
- Organizational Skills
- Efficient Delivery and Pick-Up



## Experience

### AON QATAR LLC QATAR 2015 - 2022

Office Messenger, Document Controller & Data entry , and Admin Support at AON Qatar LLC with 7 years of service from 2015 to 2022. Responsible for managing office communications, handling document control, and providing administrative support to ensure smooth operations. Demonstrated reliability and efficiency in completing tasks within deadlines over the course of employment.

### SECURICORE BAHRAIN 2011 - 2013

Worked as a Messenger cum Security Patrolling Officer at Securicore Bahrain for the Tatweer Petroleum Project from 2011 to 2013. Provided both security patrols and messenger services, ensuring site safety and efficient communication during 7 years of service.

### VERNON CLEANING & HOSPITALITY QATAR 2022- Present

Currently working as a Messenger and Project Assistant & Data Entry at Vernon Cleaning & Hospitality Services, Qatar, since March 2022. Responsible for supporting project coordination and managing messenger duties to facilitate smooth business operations.

## Education

### VOCATIONAL HIGHER SECONDARY

Completed Higher Secondary in Computer Science at P.H.M.K.M. Vocational Higher Secondary School, Thiruvananthapuram, Kerala, India, from 2002 to 2004.

### COMPUTER HARDWARE DIPLOMA

Obtained a Computer Hardware Diploma from Bathani Industrial Training Center, Trivandrum, Kerala, India, from 2004 to 2005.

## Computer Skills Summary

Microsoft 365

80%

Typing speed **35-45**

70%

Graphic software & App

95%

Social media management

93%