MUHAMMAD ASHIK

CONTACT

@ ashik151@gmail.com

📱 66075828

📍 P. O. Box 31412 Doha - QATAR.

in MUHAMMAD Ashik

f Muhammad Ashik Karthikappa lly (Ashik)

PERSONAL DETAILS

Date of Birth	:	15/05/1976
Marital Status	:	Married
Nationality	:	Indian
Passport No & Expiry date:	:	L1589173 & 06/05/2023
QID No. & Expiry date:	:	27635614816 & 03/11/2022
Vehicle Licence type & Expiry date:	:	Light Vehicle & 27/02/2024
Licence first issue & expiry date	:	12/09/2007 & 27/02/2024

SKILLS

Strong oral and written communication, Effective presentation and customer relations, Excellent listening, Outstanding organizational, Good analytical skills with attention to detail, Goal oriented, self-disciplined, and self-motivated to produce results. Ms Windos Ms Excel Data Entry Sales

LANGUAGES

Read: English, Arabic, Hindi & Malayalam Write: English, Arabic, Hindi, Malayalam & Tamil

OBJECTIVE

Seeking for excellent position of Document Controller/Office Assistant /Messenger Or Sales Executive to provide safe and reliable service with very good technical skills and strong experience.

EXPERIENCE

2013 - 2019
QDVC. Doha Metro Red Line South (RLS Jv.) Doha - QATAR.
Senior Light Driver
Doha Metro redline south project

2008 - 2013
TAISEI Corporation & TAV Constrection-Sky Oryx Jv. (SOJV) Doha - QATAR.
Messenger
New Doha Int'l Airport (NDIA)-HAMAD Int'l Airport) Project

2007 - 2008
Dodsal PTE Co. Ras Al Laffan - QATAR.
Messenger
CCW - Common Cooling Water Project in Ras Al Laffan-QATAR.

2003 - 2006
sland Distribution, Manama-BAHRAIN.
Sales Executive

2000 - 2002
Malachite Furniture & Interior Designs, Manama - BAHRAIN
Data entry operator

1997 - 2000
Yateem Centre Management Office (YCMO). Manama - BAHRAIN.
Office Assistant

EDUCATION

1995
LBS Centre for Scince and Technology
Data entry and console operation
Passed/ 12222 depressions per hour

1994
Calicut university
Pre Degree Course (PDC)
Passed

1993
Govt. Of Kerala Technical Examination
Typewriting in English
Passed

1992
Govt. of Kerala Board of Public Examination
Secondary Scool Leaving Certificate (SSLC)
Passed