

M.H.MOHAMED JOUFAR

Doha – Bin Mahmod



PERSONAL DETAILS

Nationality : Sri Lankan Date of Birth : January 1st 1986
Gender : Male Civil Status : Married
Mob : +974 31173755, 6676604 Email : mhmjoufar@gmail.com
Whatsup : +974 31173755
Visa Status : RP (Transferable and available immediately)

PROFILE

I have more than 10 years of working experience in Office and sales
Other skills include:

- Excellent computer skills both in English and Tamil
- Strong communication, interpersonal and presentation skills
- Excellent team player with proven leadership skills
- Experience in working in multi cultural and multi lingual working environment

Education qualifications

- Passed in Ordinary Level Examination – a national exam in Sri Lanka for the Ordinary level student

Technical Qualifications

- ✓ Diploma in computer studies at E.C nations college IT Training Sri Lanka
- ✓ Holding a driving license from Qatar

Language Fluency

- English & Tamil Fluent
- Arabic, Hindi, Malayalam Fluent in spoken only

Employment record

- ❖ From October 2015 to till now driver at unicorn Limousine company, worked with UBER, careem
- ❖ From March 2012 to April 2015 : sales Representative – AT al Dawaa Medical Services Co LTD, KSA
 - o Reporting to sales managers day to day activities
 - o Receiving and answering phone calls
 - o Coordinating with the pharmacies and sales coordinators
 - o Supporting to the sales team
- ❖ From May 2009 to February 2011 : Cashier cum waiter – at shish Kebab Restaurant Branch of EFM Foods LLC, Dubai UAE
 - o Greeting and meet the customers
 - o Receiving payments by cash, credit card, auto debits
 - o Taking orders and serving to customers



- o Cash handling and safe custody of collected cash, submitting to treasury
 - o Ensuring all customers are well attended, and assuring their needs
 - o Receiving and posting daily following company standard procedures
- ❖ From December 2004 to January 2007 : Office Assistant – At Qatar Fuel Additives Company Qatar
- o Preparing all king of tea and coffees
 - o Recving mail and delivering, filing
 - o Making photo copy, fax, laminating, binding of office reports etc.

Skills

- Ability to work under pressure
- Ability to communicate with others
- To seek development and gain experience
- Ability to use computer, internet and print
- Ability to take responsibility
- Speed in completing work
- Accuracy and proficiency in accomplishing the work

Social & Extra Activates

- Participated as a Volunteer in 15th Asian Games Doha 2006 Doha Qatar

Interests and hobbies

- Reading, learning new languages, Travelling and sightseeing. Charity works and volunteering
- Interested in politics and social changes. keen in learning anything new

Reference will be provided on request

Declaration

I here declare that the above-mentioned details are true and correct the best of my knowledge and belief.

Signature

Date

M.H.MOHAMED JOUFAR



