



Email:
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Qatar ID Details:
ID No : **29835612909**
Visa : Residential, Transferable
Date of Expiry : 30/05/2025

Contact No:
+97470397756 (Qatar)

PERSONAL INFORMATION:

Date of birth : 13/10/1998
Nationality : India
Religion : Muslim
Marital Status : SINGLE

DRIVING LICENSE:

Date of Issue: 26/09/2024
Date of Expiry: 25/09/2029

Passport Details:

Passport No : S3124090
Date of Issue : 17/07/2018
Date of Expiry: 16/07/2028

LANGUAGE KNOWN:

- English
- Hindi
- Malayalam

ADDRESS:

Building 29
Street 648
Zone 56
Abu Hamour, Doha

MUHAMMAD SAJAD

Administrative Assistant/Customer Service

To work with a reputed organization that allows me to learn and implement new concepts and techniques, serve with professional standard, attaining the practiced quality standard, while contributing towards the organizational and self- career goals.

EXPERIENCE

GAME & RIDE ATTENDANTS

QATAR TOY FESTIVAL, QATAR 07/2024 – 08/2024

- Engaging with guests, explaining game rules, and encouraging participation.
- Operating and managing different games, ensuring they run smoothly and safely.
- Keeping game areas clean and in good condition, performing minor repairs if needed.
- Addressing and resolving any issues or complaints from guests.
- Working with other attendants and staff to ensure a cohesive and efficient operation.

ADMINISTRATIVE ASSISTANT

DR FOOD FACTORY INDUSTRIAL AREA, QATAR 05/2023 – 08/2023

- Create Invoice, keep records of invoices and support documents.
- Verify accuracy of billing data and report errors to the supervisor.
- Coordinate and assist the sales agent and decide location of the salesman.
- Take order from customers and create delivery note.

TRANSPORT BUS SERVICE -SUPERVISOR - HIA AIRPORT - FIFA WORLD CUP QATAR 2022
MOWASALAT QATAR 06/202 - 12/2022

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Implements and enforces systems, policies, and procedures
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Collaborated with TBS scheduling team to assure appropriate data is delivered for bus scheduling and driver rostering.
- Recognized discrepancies and promptly addresses for resolution

ADMINISTRATIVE ASSISTANT

QUARANTINE CENTER MUKAYNIS MOTEL JUNE 2021 TO JUNE 2022

- Provided administrative support to the director of operations.
- All quarantine datas are sort out and recorded then submit to the Government officials.
- Coordinated office procedure and staff on any changes.
- Collect and record accurate quarantine people list then forward to legal procedure.

EDUCATIONAL QUALIFICATION

- B.Com CO-OPERATION**
UNIVERSITY OF CALICUT, April 2019

TECHNICAL SKILLS

- MS OFFICE
- TALLY ERP 9