



# SHAHEEN P MADATHIL



## PHONE

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## EMAIL

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## ADDRESS

Doha ,Qatar

## PROFILE SUMMARY

Dedicated and versatile professional with extensive experience across various roles, including **Supervisor, Driver, Messenger, Sales Executive, Document Controller, Forman** and **PRO**. Proven track record in efficiently managing transportation and logistical operations, ensuring timely delivery of services and maintaining high standards of customer satisfaction. Skilled in office administration, document control and site supervision with a strong ability to multitask and adapt to dynamic environments. Excellence in handling procurement processes, negotiating favorable terms with suppliers and managing inventory effectively. Experienced in sales, consistently achieving and exceeding targets through strong customer relations and product knowledge.

## PERSONAL DETAILS

**Full Name : Muhammed shaheen PM**

Nationality : Indian (Kerala)  
Father name : Abdulla  
Religion : Muslim  
Status : Married  
Age & DOB : 35, 27-09-1989  
Height : 187 (6.13)  
Visa Status : Transferable with NOC  
Visa Validity : 26/10/2025  
Passport : Yes  
Number : N2164081  
Valid till : 06-Sep-2025  
Driving License : Yes  
Country of Issue : Qatar  
Type : Light motor manual Vehicle  
Issued : Feb 2010

## PROFESSIONAL EXPERIENCE

2019  
-  
2023

### TRANSPORT DRIVER

AL DAR AL JAMEELA FOR DECOR | QATAR

- Pick up workers from different camps and drop and pick them up at different sites as directed by Operations Control.
- Collect materials, tools, machines etc. and deliver them to the respective sites
- Go to hospital or other places with workers/staff

2010  
-  
2024

### VALLET/LIMOUSINE DRIVER

DURING HOLIDAYS (PART TIME) | QATAR

- Worked famous hotels and companies in Qatar under different sub contractors

2017  
-  
2019

### DELIVERY DRIVER

AL GIZA LAUNDRY | QATAR

- Collect laundry from door step as per request.
- Cloths ready for delivery are delivered to the door step on time.

2010  
-  
2024

### QATAR CITIZENS & VVIP'S DRIVER

DURING HOLIDAYS (PART TIME) | QATAR

- The steward of their house is responsible for buying things, taking the children to school and office, servicing the cars, and taking care of the home staff and medical.
- Drop off and pick up at the airport etc.

2019  
-  
2023

### SITE SUPERVISOR

AL DAR AL JAMEELA | QATAR

- Proactively involved in Preparing Specific plan with project details and present it to Client with superiors.
- Responsible for monitoring the stock and furniture in the store , initiating for the release and sending it across to the site as planned.
- Facilitate the work by pre-arranging the necessary workers and using them on site as required and ensure their health & safety, transportation etc.
- Involved in Purchase/rented additional materiel, equipment needed in the local market and buy them in advance.
- Inspect whether the furniture is placed through the layout, or damaged& managing Inventory .
- Monitoring the workflow , shift allocation of workers and ensure the project time deadlines are met .
- Meets with Client s& explaining about the finished project & making changes if needed and preparing invoices for approval.
- In charges of the production Reports , weekly Planners and Invoice follow up & Cost Reduction Strategies

## SKILLS

- Leadership
- Effective Communication
- Business Management
- Analytical Reasoning
- Interpersonal Skills
- Teamwork
- Networking
- Technological Literacy
- Customer Service
- Financial Accounting
- Time Management
- Critical Thinker
- Adaptable
- Facilitator
- Customer Focused

## LANGUAGE KNOWN

- Arabic
- English
- Hindi
- Tamil
- Malayalam (native)

## EDUCATION

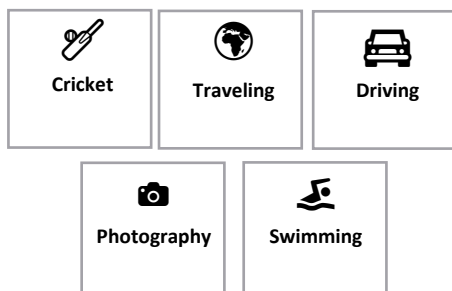
2007  
**HIGHER SECONDARY**  
Kerala State Board

2005  
**SSLC**  
Kerala State Board

## SOFTWARE SKILLS

- Microsoft Word
- Microsoft Excel

## HOBBIES



2011  
-  
2013

### OFFICE ATTENDANT & MESSENGER

MINISTRY OF PUBLIC HEALTH | QATAR

- Worked as Messenger to pass documents different departments & offices
- Tea, Coffee, Gava, etc. are prepared and served to the staff and their guests as per their taste.
- Documents are scanned/copied as per the instructions of the staff
- Visitors arriving at the office will be guided to their respective counters knowing their needs.

2017  
-  
2019

### SUPERVISOR

AL GIZA LAUNDRY | DOHA QATAR

- Welcoming & greeting customers directly and managing enquiries via mail and calls.
- Arrange time schedule for the customers for pickups and deliveries within given time.
- In charge of arranging medical aid for staffs. & training new employees.
- Monitoring and recording staffs time schedule and attendance.
- Accurate income and expenditure tally for the boss on daily and monthly basis report.

2013  
-  
2017

### DOCUMENT CONTROLLER

MINISTRY OF PUBLIC HEALTH | QATAR

- Worked in medical relation treatment abroad & overseas section.
- Control patient's files, which are more than 10 years.
- Keep all day to day files created and newly approved files as MB files.
- Guiding patients and customers to reach office staffs with their files.
- Manage patient's records in Medical Board, Disability and fitness committee for doctors.
- Worked as Receptionist in Medical Board Committee.
- Receive Medical reports from hospitals and forward to staffs respectfully.

2010  
-  
2011

### SALES EXECUTIVE

DAT INTERNATIONAL LLC | DUBAI

- Coordinating orders with the production department.
- Coordinating finished goods stock.
- Processing purchase order and submission of invoices (like: Against delivery, Progressive invoice, LC invoices).
- Coordinating with Logistic department for the delivery.
- Preparing quotation based on budgeted criteria.

2009  
-  
2010

### FOREMAN

AL YAHAR TRADING & LABOR SUPPLY- LLC | QATAR

- Arrange Pick up newly come labors from airport and allocate them to Labor Camps. Also arrange for their basic needs.
- Arrange all papers works and formalities to stamp their visa.
- Collect time sheets from labors, calculate and give their salaries as per the time sheet.
- Arrange medical card and for the labors and also arrange their pick up and drop to hospital.

## DECLARATION

I hereby declare that above mentioned information is correct to the best of my knowledge and belief.

**SHAHEEN P MADATHIL**