



SHAHEEN P MADATHIL



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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