

MD MOTIBUL RAHAMAN

Mentor, Problem Solver, Quick learner

Nationality – Nepali

Resident – Al Nasr area, Doha- Qatar

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CAREER OBJECTIVE

To pursue a challenging career in a progressive environment where learning, innovation and creativity are encouraged, where my skills & knowledge can be enhanced to their maximum potential to contribute to the overall success and growth of the organization.

PROFESSIONAL EXPERIENCE

Company: *Gulf Builders Company* Doha-Qatar

Position: *Admin Assistant/PRO Assist.*

Duration: *From December 2012 at present*

Duties and Responsibilities

- ⇒ Greeting guests and visitors ascertains nature of business and direct visitors to appropriate person.
- ⇒ Answers telephone, taking and replaying messages. Receives, sorts, and distributes mail.
- ⇒ Manage the Petty cash and handle all the purchasing of office supply expense.
- ⇒ Organize & schedule appointment, maintain contact list.
- ⇒ Prepares the WPS file and send to the Bank.
- ⇒ Check and update All Staff & labors ID, PP and Vehicle registration and request for renewal.
- ⇒ Managing all incoming & outgoing filling systems updated & maintain records of all approved document and drawing Submittal, Materials Transmittal, specifications, correspondences etc.
- ⇒ Book travel arrangement for employee, maintain personal files and maintain up-to-date employee holiday records.
- ⇒ Perform general office duties, such as ordering supplies, maintaining records management database system and performing basic book keeping work.

Company : *Gulf Builders Company* Doha-Qatar

Position : *Time Keeper / Purchaser*

Duration : *From May 2008 to December 2012*

Duties and Responsibilities

- ⇒ Preparing Attendance for Labors Time Sheet & OT and submit to Project & A/C Manager.
- ⇒ Arranging time schedule for employees working at which to site.
- ⇒ Responsible for cycle counts and inventory management.
- ⇒ Analyze and manage the supplier performance and resolve performance issues.
- ⇒ Provide and manage regular reporting of purchase and supplier performance.
- ⇒ Execute commodity management with focus on contract and price negotiations and managing the relationship with key suppliers.

GENERAL SKILLS

QuickBooks

Database Management

Business Knowledge

Editing & Proofreading

Calendar Management

SOFT SKILLS

Verbal & Writing Communication

Organization

Customer Services

Efficiency

Professionalism

Adaptability

Collaboration

Strong Work Ethic

Problem Solving

Time Management

EDUCATIONAL & TECHNICAL QUALIFICATION

Board of Nepal 10th Basic: S.L.C. 2007 at Shree Ramdarash Higher Secondary school- Mahottari

Operating System : Windows XP, Windows 2007, Windows Professional & Win 10
Package : MS Word, Excel, PowerPoint, Access, Outlook & Adobe Photoshop
Driving License : Valid Qatari Driving License (Light vehicles) & Nepal Driving License (Light Vehicles)
Language Known : Arabic -Moderate (English, Hindi, Nepali, Urdu [Fluently Speaking and writing])

PERSONAL PROFILE

Name : Md Motibul Rahaman
Date of Birth : 03rd of August 1989
Passport : 0858421
Qatari ID : 28952403035
License Issue : **13rd December 2012**
License Validity : **13rd December 2022**
Visa Type : Work Visa with **NOC**

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

Md Motibul Rahaman motibul@yahoo.com **+974 66409246**