MD MOTIBUL RAHAMAN

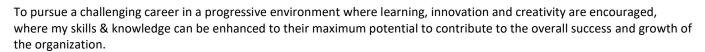
Mentor, Problem Solver, Quick learner

Nationality – Nepali

Resident – Al Nasr area, Doha- Qatar

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CAREER OBJECTIVE



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