

## **CURRICULUM VITAE**

**Anwar Uddin**  
**PRO-Cum Purchasing Assistance.**

**+974 70848157.**

**Email id:**  
**anwaruddinkmr@gmail.com**  
**Doha, Qatar.**



### **Career Objective:**

To seek a challenging career by occupying a suitable position to be able to utilize my technical skills and experience to contribute towards the progress of organization and at the same time has the progress for professional growth and development of my career.

### **Educational Qualifications:**

- ❖ Secondary School Certificate S.S.C From St. Mazz High School.
- ❖ Intermediate From Shadan Junior College, India.

### **Work Experience:**

- ❖ Worked With “**Vodafone company**” Doha Qatar As a **sales promoter officer** from September 1, 2022. to August 1, 2023.
- ❖ Worked With “**Doug Lambed Executive Coaching Company**” Dubai. As a officer supervisor cum PRO. Handling all sort of purchase works related to government department visa application process, embassies insurance companies, visa submission, vehicle’s passing and Registrations etc.  
From June 1 2012 to 2020.
- ❖ Worked with “**Dar Al Mal Limited**” as a Driver-cum-PRO-cum Purchase Assistant, handling all sort of purchase works related to government departments, visa application process, embassies insurance companies ,visa submission, vehicle’s passing and registrations etc.  
From July 1, 2011. To May 2012.
- ❖ Worked with “**Sedco Equity partners**” as a Driver-cum-PRO-cum Purchase Assistant, handling all sort of purchase works related to government departments, visa application process, embassies insurance companies ,visa submission, vehicle’s passing and registrations etc.  
From July 1, 2006 – June 30, 2011.

- ❖ Worked with “**Al Mahmal General Maintenance LLC**” Dubai as Pro-cum Purchaser from May 30, 2003 to June 30, 2006.
- ❖ Worked as a Mechanical Foreman with Arizona Gulf Resort in Kingdom of Saudi Arabia in Riyadh from 1993-2001.

#### **Driving License:**

Holding Valid UAE Light Vehicle Driving License No: 883702.

#### **Personal Attributes:**

- ❖ Goal oriented and self-motivated.
- ❖ Excellent negotiating abilities.
- ❖ Efficiency of managing multiple tasks.
- ❖ Hardworking and flexible to work in shifts
- ❖ Having positive attitude with pleasant personality.
- ❖ Excellent health condition. '
- ❖ Responsible to assign duties

#### **Personal Details:**

Date of Birth:	20 July 1970
Nationality:	India
Marital Status:	Married
Visa Status:	Transferable, Employment Visa
Languages:	English,Arabic,Hindi & Telugu

#### **Declaration:**

I hereby state that the entries in this above are all true to the best my knowledge and belief. Further, if selected, I will abide by rules and regulation of the organization and also direction given to me time to time.

**Anwar Uddin.**

# **COVER LETTER**

**To**  
**The HR Manager,**

**Sub: Application for the post of Driver, PRO-Cum Purchaser.**

Respected Sir,

Please find attached my resume for your kind perusal.

I am an Indian national holding 19 years Gulf experience As a **Mechanical Foreman, Driver** and **PRO-Cum Purchasing Assistance**.

I humbly request you to provide me an opportunity to serve your esteemed organization.

I will be waiting for your reply.

I have hereby enclosed a copy of my CV for your kind consideration. I would welcome hearing from you. Looking forward for a positive response.

Thank you.

Yours sincerely

Anwar Uddin.