

MOHAMMED HANIFA MOHAMED SATHAKKATH



SUITABLE POSITION :

OFFICE BOY / CLEANING SUPERVISOR/DRIVER

Phone: +974 66137874 / 77292508
E-mail: sathapvl777@gmail.com
CurrentAddress: Doha-Qatar
Nationality: Sri Lankan
Visastatus: Transferable visa with NOC having Qatar ID

CAREER OBJECTIVE

A hardworking, energetic and self-motivated with 9years of professional experience. Seeks a varied position that will enable me to capitalize on my Professional experience, with Opportunities for personal and professional growth.

EDUCATIONAL QUALIFICATIONS

✓ GCE A/L passed. (Secondary Education)

EXPERIENCE

Organization: Victoria Travels, Qatar

Position : Office Boy (September 2018 Present)

Duties and Responsibilities

- Preparing and serve tea/coffee for office staffs and clients.
- Cleaning office and kitchen daily.
- Organizing and keeping files and monitoring the use of office devices and supplies within the workplace.
- Coordinating the maintenance and repair of devices for the workplace.
- Assisting other Administrative staff in wide range of office duties.

Organization: Qatar Museum Authority

Position: Office boy/Office assistant (July2014to March 2017)

Duties and Responsibilities

- Preparing & serve tea and coffee to management and office guest
- Copying & bindingdocuments.
- Maintaining kitchen equipment with care and clean.
- Assist to collect and distribute couriers and parcels to staff.
- Assistingreceptionist,secretariesandotheradministrativeassistantinperforming their duties.

<p>EXPERIENCE</p>	<p>Organization: Hangloose Hotel, Sri Lanka</p> <p>Position: Housekeeper/Waiter (February 2011 to February 2013) and Lifeguard (August 2009 to February 2011)</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Welcome the customers and taking orders. • Passing orders through to kitchen staff promptly. • Serving dishes to customer at table • Inspect rooms after check out to and look for damages or malfunctioning equipment. Maintain the safety of the patrons in and around the pool. <p>Position: Security Guard in Saudi Arabia. (November 2006 to July 2009)</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Protect company properties and staff by maintaining a safe and secure environment. • Patrol regularly or randomly building and perimeter. • Report in detail any suspicious incidents • Watch alarm systems and video cameras and operated detecting/emergency equipment.
<p>PERSONAL AND PROFESSIONAL SKILLS</p>	<ul style="list-style-type: none"> ✓ Honest, Sincere, respectful and trustworthy. ✓ Hard working and teamwork spirit, highly self-motivated, self-confident.
<p>LANGUAGE SKILLS</p>	<ul style="list-style-type: none"> ✓ Tamil - Native ✓ English – Writing & Speaking - Good ✓ Arabic – Speaking - Good ✓ Hindi – Speaking - Good
<p>EXTRA-CURRICULAR ACTIVITIES</p>	<ul style="list-style-type: none"> ✓ Placed several athletic & Games events in district level. ✓ Member of school cricket & Football team.
<p>PERSONAL DETAILS</p>	<p>Name in Full: Mohammed Hanifa Mohamed Sathakkath</p> <p>Date of Birth: 15th March, 1982</p> <p>Civil status: Married</p> <p>Passport - No: N4664972</p> <p>Nationality: Sri Lanka</p>