



NASSER KALIM KUSAIN

Driver/Merchandiser/Receptionist

CONTACT



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nasserkalim@yahoo.com



Old Airport Street 875, zone 45 villa
29, Doha Qatar

SKILLS

- A reasonable level of fitness
- Punctual, reliable and trustworthy
- Able to work both alone and in a team
- Reading skills for following instructions

EDUCATION

College Undergraduate

University of Southern Mindanao
BSAB
Kabacan, Cotabato
Year 2006-2007

High School

Carmen High School
Carmen, Cotabato
Year 2001-2002

Elementary

Kitulan Elementary School
Carmen, Cotabato
Year 1998-1999

PERSONAL INFORMATION

DOB: 26/11/1986
Nationality: Filipino
POB: Philippines
Marital Status: Married
Visa: Transferable
Gender: Male
QID: 28660810417
With Valid Qatar Driver License

CAREER OBJECTIVES

To work with commitment and passion in an organization focused on excellence, constantly improving my skill this contributing to the organization's growth.

WORKING EXPERIENCE

Receptionist

Year 2021-2024

Migrant Workers Office

Doha Qatar

Duties and Responsibilities

- Service driver of labour Attache and other official business transaction of MWO-OWWA staff.
- Assigned to do legal works deliver pick-up process correspondence or package from the embassy courier service etc.
- Facilitate maintenance & repair of the service vehicle purchase of parts and monitoring actual repair at the workshop.
- Assist and guides OFW's ro OEC processing (account recovery, creating e-ticket for helpdesk).
- Performs office works as per instructions of the labour attache.
- Provides Assistance to national unit – service trips to Police Station Civil Court, Court of
- Appeal, Ministry of Labor. Qatar Public Prosecution, Rules Execution Department, Search &
- Follow Up Department. Central Jail. Military Police Jail. Capital Jail. Al Rayyan, Al Wakra,
- Aman, Hamad Hospital, Forensic. Health Center, Deportation Jail, and Repatriation
- Assist and photocopying document for contract verification and OWWA membership.

Receptionist

Year 2017-2021

Pick Quick Limousine

Madinat Khalifa South Doha Qatar

Duties and Responsibilities

- Ensure knowledge of staff movements in and out of organization.
- Answer telephone, screen and direct calls.
- Take and relay message, direct persons to correct destination.
- Tidy and maintain the reception area.

Taxi Driver

Year 2012-2017

Alijarah Limousine, Alijarah Holding

Alhilal D-ring. Doha Qatar

Duties and Responsibilities

- Manage to pick and deliver customers as per appointments.
- Support in helping to load and unload the vehicle.
- Responsible for taking the customers the fastest and safest route.
- Completed accident reports accurately as needed.

CERTIFICATES

Three Months Driving Course St.
Luke's Institute Kabakan,
Cotabato
Year 2007

Visual Graphics Design (Adobe
Photoshop) Embassy of the
Philippines Philippine Overseas
Labor Office Doha, Qatar
Year 2016

Windows Operating system Ms
Office 2010 (Word, Excel,
Powerpoint) Embassy of the
Philippines Philippine Overseas
Labor Office Doha, Qatar
Year 2016

Computer System Servicing &
Networking Embassy of the
Philippines Philippine Overseas
Labor Office Doha, Qatar
Year 2017

LANGUAGE

- English
- Arabic
- Tagalog

Private Driver

Year 2010-2012

King Fahad Military Medical Complex
KSA Dahrn

Duties and Responsibilities

- Safely and timely the employer to work and back, and to occasions
- Safely drive the employer relatives, visitors, business partners and associates to and from places authorized by employer.
- Ensure the car is clean at all times by washing both its inside and outside parts.
- Ensure to carry out routine inspection on the car ensure that is always in good condition.

Driver Merchandiser

Year 2008 to 2010

SM Manila, Philippines

Duties and Responsibilities

- Deliver and merchandise products to various retail locations
- Manage inventory levels and ensure appropriate stock rotation
- Build and maintain positive relationships with customers
- Complete all necessary paperwork and documentation accurately and on time
- Communicate regularly with the sales and distribution teams

Ride Attendant

Year 2018

Star City

Duties and Responsibilities

- Directs patrons of amusement park in getting on and off riding device: Erects barrier in front of ride, admitting only as many persons to loading platform as can be seated on ride.
- Keeps order among patrons waiting to ride device.
- Fastens patrons' safety belts or bars to prevent injuries during ride.

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

Nasser Kalim Kusain