

CURRICULUM VITAE

Rizwan Khan

Mobile: +97470635776

Email: rizwankhandk3333@gmail.com

OBJECTIVE:

Seeking a suitable position in such an organization where my potential could be utilized to its full extent. Consequently, there should be a demand for sharing broad cooperative efforts through sound work specialized for the all-round development of the company within times constraints in a professional way.

PROFESSIONAL SUMMARY:

- ❖ Good communicator, Leadership Ability, and Managerial skills.
- ❖ Ambitious, hardworking, and committed to excellence.
- ❖ Posse's strong organizational, and communication skills.
- ❖ Highly capable of successfully contributing to the organization.
- ❖ Work well independently Self motivated, with ability to
- ❖ work unsupervised and as a team member.

EDUCATION:

- ❖ High School Diploma

COMPUTER PROFICIENCY:

- ❖ Basic Computer Knowledge

SUMMARY OF PROFESSIONAL WORK EXPERIENCE:

In Saudi Arabia

- ❖ Organization : Bimco Contracting Company
- ❖ Designation : Driver cum Office Messenger
- ❖ Project : Head Office
- ❖ Duration : 2008 to 2012

In Doha Qatar

- ❖ Organization : HBK Contracting Company
- ❖ Designation : Driver cum Office Messenger
- ❖ Project : Head Office
- ❖ Duration : 2015 to 2019

In Doha Qatar

- ❖ Organization : Al Fardan Exchange
- ❖ Designation : Driver cum Office Messenger
- ❖ Project : Head Office
- ❖ Duration : 13-july-2022 to Till Now

Duties and Responsibility:-

- ❖ Responsible to carry out transport service in a customer service-oriented, safe, and timely manner. Handle mail/documents/material and personnel, meet required timetables, and ensure that vehicles are maintained to acceptable standards.
- ❖ Mail Runs, collection/distribution of documents and materials, bill payments, interoffice runs; duties related to banks, government departments other external clients.
- ❖ Ensure on-time pick up/delivery, proper distribution meeting delivery deadlines Operate smoothly assisting the departmental staff when required.
- ❖ Transport Staff as directed by Supervisors to Medical Centres, Police departments, Govt. Departments etc. Transport Guests/staff safely and professionally to the relevant destinations (Company or external location).
- ❖ Liaise with offices and departments, colleagues, supervisors, senior management staff, visitors & guests, and other external clients. Ensure all interpersonal interactions are conducted while maintaining high standards of customer service. Interact with QR staff Govt. and local offices. Provide professional support and perform to the company standards.
- ❖ Assist in the general office work – filing, photocopying, and preparing press packs and other day-to-day work as directed by the supervisors. Provide efficient support

Other Related Works:-

- ❖ Proven experience as a back-office assistant, office assistant, virtual assistant, or in another relevant administrative role
- ❖ Knowledge of “back-office” computer systems
- ❖ Working knowledge of office equipment
- ❖ Thorough understanding of office management procedures
- ❖ Excellent organizational and time management skills
- ❖ Analytical abilities and aptitude in problem-solving
- ❖ Excellent written and verbal communication skills
- ❖ Proficiency in MS Office


SKILLS:

- ❖ Good driving skills – familiar with city roads – aware of traffic regulations.
- ❖ Ability to use discretion and perform allotted tasks.
- ❖ Hygiene and grooming.
- ❖ Efficient handling of jobs assigned, complete all assignments with zero complaints.

- ❖ Safe custody of cash, documents, and materials.
- ❖ Ready to work under pressure.
- ❖ Must be flexible to long working hours and adjust to extra workload.
- ❖ Work in hot and humid climate conditions.
- ❖ Ready for load-unload vehicle – may require heavy lifting.
- ❖ Well-groomed, polite and courteous, maintain the image of the company and positive working relationships.
- ❖ Good Communication skills
- ❖


Father's Name	:	Mahmmed Ali
Date of Birth	:	15 th May 1985
Gender	:	Male
Nationality	:	Indian
Religion	:	Islam
Marital Status	:	Married
Hobbies	:	Net surfing, reading books to increase My knowledge on anything.
Permanent Address	:	Balodi, Fatehpur Sekhawati Sikar Rajasthan
Driving Licence	:	India, Saudi Arabia, Qatar Light DL

I solemnly declare that the information given herein is true, accurate, and to the best of my knowledge and belief.



State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور




DRIVING LICENSE

28535658431

الرقم الشخصي

رخصة سوق



الإسم رزوان خان محمد علي

NAME RIZWAN KHAN M. ALI

NAT. INDIA الجنسية الهند

DATE OF BIRTH 1985-05-15 تاريخ الميلاد











BLOOD GR. فصيلة الدم

FIRST ISSUE 2015-11-05 ت. أول إصدار

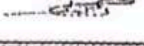
VALIDITY 2027-05-21 ت. الإنتهاء


This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform

يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حلة كونه بالملابس المدنية

Authorized Vehicles	المركبات المصرح بقيادتها	Notes
EXCAVATOR 	MOTOR CYCLE 	نظارة طبية <input type="checkbox"/>
CRANE 	CAR 	Glasses <input type="checkbox"/>
LOADER 	BUS 	عدسات <input type="checkbox"/>
FORKLIFT 	MED. TRUCK 	أوتوماتيك <input type="checkbox"/>
OTHER 	TRAILER 	Automatic <input type="checkbox"/>
		احتياجات خاصة <input type="checkbox"/>
		Handicaps <input type="checkbox"/>
		أعاقة سمعية <input type="checkbox"/>
		Hearing Disability <input type="checkbox"/>
		التبرع بالأعضاء <input type="checkbox"/>
		Organ Donation <input type="checkbox"/>

Licensing Authority **سلطة الترخيص**





* 2 8 5 3 5 6 5 8 4 3 1 *