

Gautam Kumar Jaiswal

Contact

Address

Doha, DA

E-mail

jkjaiswall@gmail.com

February 5, 2024

RE: Logistics Assistant, [Ref#], [Date]

Dear [Sir/Madam]

As an experienced Data Entry Clerk, the advertisement for Logistics Assistant with [InfraRoad Trading & Contracting LLC] sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I bring a comprehensive set of skills that I believe will be valuable to [to the Company]. In my Data Entry Clerk role, I honed my abilities in documentation and time management, providing a firm foundation for the Logistics Assistant position. My collaboration, people-centric nature, and compassion have afforded me excellent communication skills.

I am excited to contribute my talents and proficiency in leadership toward your team efforts. As an engaging communicator with a proven track record in transportation rate review, my focus on building strong professional relationships has been a beneficial asset throughout my career.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Logistics Assistant role.

Thank you for your time and consideration of my candidacy.

Sincerely,
Gautam Kumar Jaiswal

Gautam Kumar Jaswal

Logistic Assistant

Contact

Address
Al-Shahaniya Qatar

Phone
+97430645690

E-mail
jkgjaiswall@gmail.com

Skills

Inventory Management Procedures

Multi-Line Phone Systems

Transportation Coordination

Route Optimization

Recordkeeping

Load Planning

Warehouse Operations

Languages

English

Hindi

Arabic

Reliable, hardworking Logistics Assistant focused on handling all logistics needs efficiently. Knowledgeable about Plant of Machinery and receiving, inventory counts and import and export regulations. Good interpersonal and communication skills.

Work History

2019-02 -
2023-10

Logistics Assistant

InfraRoad Trading & Contracting LLC, Duhail Intersection & Al Gharrafa Street Construction Project UIL JV

- Skills : Managing plant Equipment & Manpower Operator & Drivers, arranging equipment as project required and off hiring managing keep the all record, LPO, PR agreement document preparing idle report arranging transportation for workers food preparing all the required report management
- Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
- Generated, distributed and filed copies of all billing paperwork.
- Prepared reports tracking information such as purchase orders, inventory numbers, and invoicing activities.
- Handled high-volume paperwork and collaborated with administrators to resolve invoicing and shipping problems.
- Worked with vendors to schedule daily pickups and weekly deliveries.
- Coordinated driver dispatch to accomplish daily delivery requirements.
- Verified transactions, product orders and shipping dates and entered information into databases and reports.

2018-07 -
2019-01

Data Entry Clerk

InfraRoad Trading & Contracting LLC, 24th Floor, The E18hteen Tower, Lusail City, Qatar

- Organized, sorted, and checked input data against original documents.
- Completed data entry tasks with accuracy and efficiency.

- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Sorted documents and maintained organized filing process.
- Entered data into various computer systems accurately using Microsoft Office Suite.
- Resolved discrepancies in data entry activities for accurate, complete jobs.
- Collated and organized data entry documents into filing systems for easy access.
- Scanned documents and saved in database to keep records of essential organizational information.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence, and creating reports.
- Used computer software to store and retrieve data.

Education

Bachelor of Arts: Hindi

*Deen Dayal Upadhyaya Gorakhpur University, -
University In Gorakhpur, India*

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28735665635 الرقم الشخصي:

D.O.B.: 01/01/1987 تاريخ الميلاد:

Expiry: 13/07/2024 الصلاحية:

الهند الجنسية:

Nationality: INDIA

Occupation: فورمان المهنة:



الاسم: غوتام كومار جايسوال

Name: GAUTAM KUMAR JAISWAL

Passport Number: T8258363

Passport Expiry: 20/05/2029

Serial No: 30728735665635

Residency Type: عمل

Employer: شركة انفرا رود للتجارة والمقاولات

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature

رقم جواز السفر:

تاريخ انتهاء الجواز:

الرقم المسلسل:

نوع الرخصة:

المستقدم:





State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سواق

الرقم الشخصي 28735665635



الاسم غوتام كومار جايسوال

NAME GAUTAM KUMAR JAISWAL

NAT. INDIA

الجنسية الهند

DATE OF BIRTH 1987-01-01

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2023-10-22

ت. اول اصدار

VALIDITY 2028-10-21

ت. الانتهاء

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 حالة كونه بالملابس المدنية

Authorized Vehicles

المركبات المصرح بقيادتها

ملاحظات

EXCAVATOR حفار 	☐	MOTOR CYCLE دراجة نارية 	☐	نظارة طبية Glasses ☐
CRANE كرين 	☐	CAR سيارة خفيفة 	☒	عسات Lenses ☐
LOADER شيل 	☐	BUS حافلة 	☐	اوتوماتيك Automatic ☐
FORKLIFT رافعة شوكة 	☐	MED. TRUCK شاحنة متوسطة 	☐	احتياجات خاصة Handicaps ☐
OTHER اخرى 	☐	TRAILER قاطرة ومقطورة 	☐	اعقة سمعية Hearing Disability ☐
				التبرع بالأعضاء Organ Donation ☐

Licensing Authority سلطة الترخيص



* 2 8 7 3 5 6 6 5 6 3 5 *



انفرا رود للتجارة والمقاولات ذ.م.م
InfraRoad Trading & Contracting W.L.L

Date:13-July-18

Experience Certificate

To Whom It May Concern.

This is to certify that **Mr. Gautam Kumar Jaiswal**, EmpId#1081732, India national working with us as "Logistic Assistant" from 18-02-2019 to 01-09-2023.

This certificate is being issued upon request of the above employee without any responsibilities on the company.

Issued this, 03-02-2024, Doha Qatar.

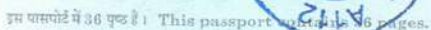
INFRAROAD TRADING AND CONTRACTING



Subsidiary of



Tel: +974 4400 6600
Fax: +974 4400 6600
PO Box 15427, Doha, Qatar
DPH License: C018 21, Main no. 2, Lusail City
Capital: 60,000,000 QAR / QR 60057
info@infraroad.qa
www.infraroad.qa



निष्कर्ष / OBSERVATION

[illegible]

कार्ड नं. / File No.
QT0074043475919



T8258363



वीजा / VISA

वीजा / VISA

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वीजा / VISA

वीजा / VISA

7

483
State of Qatar
19 OCT 2021
Departure



483
State of Qatar
19 OCT 2021
Departure



"Emigration check required (ECR) except for Bangladesh, Pakistan and all countries in Europe (Excluding Commonwealth of Independent States (CIS), North America, Japan, New Zealand, Australia, South Korea, South Africa, Singapore and Thailand"

H/31050/10

पृष्ठांकन/ENDORSEMENT

सं/No..... दिनांक/Date... 26 APR 2010

पी.सी.सी. साउदी अरब के लिए जारी किया

P.C.C. Issued for Saudi Arabia



Urmila Singh

(उर्मिला सिंह)

(URMILA SINGH)

अधीक्षक / Superintendent
पासपोर्ट कार्यालय, लखनऊ
Passport Office, Lucknow



Sharad Kumar
(शरद कुमार)
(Sharad Kumar)
अधीक्षक / Superintendent
पासपोर्ट कार्यालय, लखनऊ
Passport Office, Lucknow

2

इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages.

वीजा / VISA

3

LP300636282525

पृष्ठांकन/ENDORSEMENT

सं/No..... दिनांक/Date... 27/3/2015

पी.सी.सी. के लिए जारी किया

P.C.C. Issued for.....



Kuwait

Maya Devi

माया देवी

MAYA DEVI

सहायक पासपोर्ट अधिकारी
Assistant Passport Officer
पासपोर्ट कार्यालय, लखनऊ
Passport Office, Lucknow

4

वीजा / VISA

वीजा / VISA

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Valid Until: 2018-10-13
 صلاحية التأشيرة حتى: 2018-10-13
 3 8 2 0 1 8 3 7 0 1 4 5

STATE OF QATAR
 1798
 15 JUL 2018
 دولة قطر

15 JUL 18

IMMIGRATION INDIA
 NEW DELHI
 DEPARTED
 14 JUL 2018
 D1-240

IMMIGRATION INDIA
 A1-399
 27 APR 2018
 ARRIVED
 NEW DELHI
 A1 3 9 9

IMMIGRATION INDIA
 D1-105
 06 APR 2016
 DEPARTURE
 CSI AIRPORT, MUMBAI
 D1-195

IMMIGRATION INDIA
 A1-008
 17 JUL 2017
 ARRIVED
 NEW DELHI
 A1 0 0 8

1438 H

1438 H



14298
26 APR 2018

NEW DELHI
DEPARTED
4102 NOV 12
892-10
D1-268
IMMIGRATION INDIA

11087
1102 NOV 12
11087
ENTRY

VISA / वीजा

31

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES

استوفيت الرسوم



اقامة
RESIDENCE

جديد



دبي
DUBAI

مكان الاصدار
Place of Issue

43477976
201/2016/2104139

H4896242

الرقم الموحد
U.A.E. No

جاو شام كومار موتيلال جايسوال
GAUTAM KUMAR MOTILAL JAISWAL

سبا
STONE MASON

الاسم
Name

2018/06/03

HILLS AND FORT LANDSCAPE

2016/06/04

تاريخ اصدار
Issue Date



التوقيع
Sign

تعتبر الاقامة لاجلها ان يكون مقيم في الامارات لمدة ستة اشهر
Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

30

VISA / वीजा