



PROFILE

To be part of an Organization that gives me the challenges and opportunities to my knowledge and skills. To be part of a team that dynamically works towards organization

CONTACT

PHONE:
+974 70290297

EMAIL:
nurulazim01309733601@gmail.com

HOBBIES

Reading
Exploring places
Riding

PERSONAL INFO

Date of birth : 03/06/1999
Gender : Male
Civil status : Single
Nationality : Bangladesh
Passport No : A00518206
ID No : 29905008370
Divining License : Light(Manual)
Doha- Qatar

COMPUTER SKILLS

Microsoft word
Microsoft excel
Good at internet browsing email

NURUL AZIM

Apply For Any Suitable Job

EDUCATION

HIGHER SECONDARY PASSED

WORK EXPERIENCE

- ❖ **YOUNGONE INDUSTRIES Ltd** BANGLADESH
DRIVER
3 Year
- ❖ **XING XANG INDUSTRIES Ltd** BANGLADESH
OFFICE BOY
1 Year
- ❖ **ROYAL CARE TRADING AND AUTO REPAIR**
(STILL RUNNING) DOHA- QATAR

DUTIES OF DRIVER

- ❖ Map out driving routes ahead of time to determine the most expedient trip
- ❖ Pick up clients from the place and at the time they've requested
- ❖ Collect payments and issue receipts
- ❖ Transporting clients and/or packages to and from destinations
- ❖ Arriving at destinations on schedule
- ❖ Fulfilling administrative needs, like office pickups
- ❖ Researching and planning for traffic, construction and weather delays
- ❖ Using navigation applications to determine the best route

DUTIES OF OFFICE BOY

- ❖ Serve Tea and Coffee to Staff and office Visitor
- ❖ Clean office kitchen on daily basis
- ❖ Responsible for disposal of trash, waste, and other disposable material
- ❖ Providing clerical support to the office personnel
- ❖ Answering the telephone and taking messages
- ❖ Cleaning the office
- ❖ Running errands
- ❖ Monitoring the use of equipment and supplies within the office

LANGUAGE KNOWN

- | | | |
|-----------|---|------------|
| ➤ English | – | Proficient |
| ➤ Hindi | – | Proficient |
| ➤ Arabic | – | Basic |

DECLARATION

I hereby declare that all written particulars are true to the best of my knowledge and belief.

