

## CURRICULUM VITAE

**MOHAMED ELIYAS N.A.**

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### APPLICATION FOR THE POSITION OF "LIGHT VEHICLE DRIVER / MESSENGER"

#### **CAREER OBJECTIVE:**

Seeking and challenging environment that encourages continuous learning, creativity and good in Messenger / Light Vehicle Driver related jobs provides exposure to new ideas and stimulates personal and professional growth.

#### **EDUCATIONAL QUALIFICATIONS:**

1. Diploma in AC and Refrigeration Tech.-2005. The American Institute Thanjavur Tamil Nadu.
2. Secondary School Certificate (10<sup>th</sup> class) 2003 Board of Secondary Education, Tamil Nadu.

#### **WORK EXPERIENCE:**

**1. Organization: M/s. CONTRADE CO - QATAR.**

**Designation: Driver      Period: September 2022 to till date.**

- Pick upping and Dropping the M.D and Chairman from Home to Office and sites.

**2. Organization: M/s. Baharat Power Tool Limited – Tamil Nadu.**

**Designation: Sales Representative      Period: December 2020 to July 2022.**

**3. Organization: M/s. Nayef Waleed Building Maint - U.A.E.**

**Designation: Messenger      Period: April 2016 to September 2019.**

- Independent dealings with purchase and sales.
- Independent dealings with bank and cash transactions.
- Follow up for accounts receivable.

**4. Organization: M/s. Coral Supplies & Interiors LLC - U.A.E.**

**Designation: Messenger / Store Keeper      Period: December 2013 to December 2015.**

- Arranging and maintaining Warehouse.
- Receiving goods from Suppliers and checking the goods as per invoice and maintain inventory in system (MS Office Excel).

**4. Organization: M/s. Al Danube Building Materials Trading Co., - U.A.E.**

**Designation: Messenger / Store Keeper    Period: Jun 2007 to May 2013.**

- Independent dealings with bank and cash transactions
- vouchers, Responsible for preparation of cheque receipt
- Follow up for accounts receivable
- Purchasing Miscellaneous office items from the market

**5. Organization: M/s. Allied Private Limited Company - India**

**Designation: Sales Executive/Purchaser    Period: Dec. 2005 to Apr 2007**

- Independent dealings with purchase and sales.
- Independent dealings with bank and cash transactions.
- Follow up for accounts receivable.

**TECHNICAL QUALIFICATIONS:**

1. Valid QATAR Driving License (Manual).
2. UAE Driving License (Manual).

**PERSONAL DETAILS:**

- Date of Birth: 06/01/1986
- Gender: Male
- Nationality: Indian
- Religion: Muslim
- Languages Known • English • Tamil • Malayalam • Hindi • Arabic
- Marital Status: Married

**DECLARATION**

I hereby the declare that all the above given information are true to the best of my knowledge. If given opportunity, I will give the best to achieve the objective of the organization.

**Date:**

**Yours's Sincerely,**

**N.A.Mohamed Eliyas.**