

MD RABIUL ISLAM

DRIVER

ABOUT ME

With 5 years of driving experience, I bring a solid foundation in safe and efficient transportation. Additionally, I have over 4 years of experience as an Office Boy Cum Messenger, where I honed my organizational and administrative capabilities, working with confidential information and meeting deadlines effectively.

EXPERIENCE

Driver Cum Salesman 2020 - Present
Hi-Lite International Trading and Service
Doha Qatar.

Office Boy Cum Messenger 2016 - 2020
Globo General Trading W.L.L
Doha Qatar.

SKILLS

■ Office Administration:

Successfully managed office tasks, maintained databases, and processed confidential information.

■ Organizational Skills:

Demonstrated strong organizational capabilities to coordinate tasks & handle administrative duties efficiently.

■ Communication:

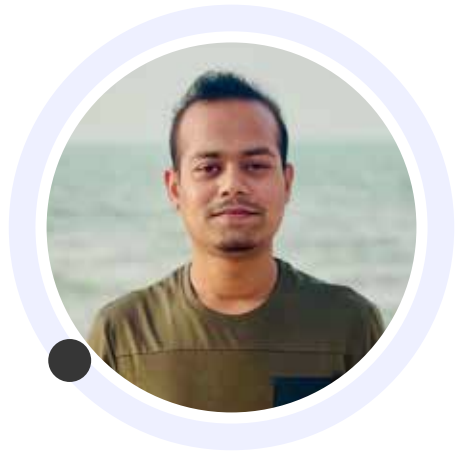
Possess excellent oral and written communication skills, which will be valuable for preparing reports and schedules.

■ Time Management:

Proven ability to manage tasks effectively and prioritize responsibilities to meet deadlines.

■ Team Collaboration:

Fostered teamwork among team members, contributing to a positive and productive work environment.



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DOHA, QATAR

EDUCATION

Higher Secondary School
Certificate (HSC)
from Bangladesh

LANGUAGE

- English
- Hindi
- Arabic
- Bangla

NON RELATED REFEREES - ON REQUEST

I hereby certify that the above particulars given by me are true and correct to the best of my knowledge. In the event of being given an opportunity in esteemed organization I will execute my duties to the entire satisfaction of all concerned