

# MUHAMMAD SHAUKAT

## Contact



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Qatar

## Skills

- Leadership
- Time management
- Problem solving
- Budgeting
- Communication
- Interpersonal skills
- Preventive maintenance
- Technical expertise
- Adaptability
- Attention to detail
- Computer skills
- Equipment knowledge
- Handles stress well
- Collaboration
- Confident in his abilities
- Develop
- Engineering
- Excellent organization skills
- Flexibility
- Industry knowledge and experience

## Summary

I am a customer-oriented, fast-learning, and motivated individual seeking a challenging position with growth potential. I have over 20 years of experience in various fields and organizations across different countries. I am also an expert in providing personal assistant and light vehicle driving services, including luxury vehicles such as Rolls Royce, Ferrari, Bentley, and other American cars. Currently, I am seeking an opportunity as a maintenance supervisor or manager.

## Professional Experiences

### March 2022- Present

**Driver cum messenger** | Asset Hotels and Resorts Management, Doha

Responsibilities:

- Collaborating with the HR department to pick up new employees from the airport and complete their medical exams and fingerprinting for their IDs.
- Handling the deposit of finance and vendor checks at banks.
- Special duty at the FIFA World Cup 2022 as a fleet driver for a 2-month period.

### Feb 2016- Feb 2018

**Maintenance Manager** | Al-Hegaz oasis investment company,

Responsibilities:

- I have experience in plumbing repair and installations, electrical repair and installations, masonry and stucco repair, drywall repair and installation, tile work, painting, and construction of various types of fences.
- I recently completed a bath and kitchen remodel due to water damage. I had to remove water-damaged drywall and rotten wood, and replace it with cement backer board. I also reset the tiles in new thin set, then grouted and sealed the tile.
- Additionally, I have experience in repairing rusty plumbing fixtures, resetting toilets, and installing new vinyl flooring. I also have experience in furniture assembly and repair.

### Jan 2016- Jan 2017

**Civil Foreman** | Al Bahri construction,

Responsibilities:

- Installed connected utilities such as propane, water, and wastewater, and completed electrical rough-in and trim out.

### Expertise

- Organizing meetings, workshops, and seminars.
- Understanding the nature of the organization's business.
- Delivering highly demanding reports on time and effectively communicating with customers and colleagues at all levels to facilitate their work and achieve targeted objectives.
- Maintaining a positive attitude in a fast-changing business environment and continuously developing new skills and techniques.
- Strong interpersonal and management skills.
- Ability to multitask under pressure.

### Computer skills

I am proficient in using MS Word, MS Excel, MS PowerPoint, and MS Outlook. Additionally, I have skills in hardware troubleshooting, assembling, and installation.

- Reported daily progress to the Construction Project Manager and collaborated with volunteer groups to construct houses.
- Emphasized safety, quality, and procedural standards.
- Participated in weekly team meetings and monthly staff meetings.
- Supported the Construction & Maintenance team while keeping the shop and job site clean.

#### **July 2008- Jan 2010**

##### **Technical Supervisor** | Equity Holding LLC, UAE

###### Responsibilities:

- Installed, serviced, adjusted, and repaired ATM machines, including the installation of cameras and alarms, and pulling cat and low voltage wiring.
- Transported machines, equipment, and materials to designated sites across the county.
- Identified and solved computer-related problems, and successfully learned and comprehended new systems and methods.
- Trained branch managers in operating, troubleshooting, and maintaining ATM machines.

#### **Nov 2007- April 2008**

##### **HSE Officer** | Arabian construction company, UAE

###### Responsibilities:

- Perform random on-site safety inspections and report any violations.
- Inspect homes at every stage of the construction process.
- Address emergency safety issues promptly.
- Ensure compliance with all federal and state health and safety regulations.
- Conduct a walk-through of each new home site with the project manager to identify and address safety issues before construction begins.

#### **Dec 2007- Aug 2008**

##### **Data conversion officer** | Onyx Communication Islamabad, Pakistan

###### Responsibilities:

- Effective written and verbal communication skills are necessary for technical audiences, peers, IT management, vendors, and the business.
- Analyze clients' data to understand their business and credit portfolio.
- Recommend options or solutions that meet a client's needs and desired functionality.

#### **Dec 2005- Dec 2006**

##### **IT support officer** | (USAID) United States International development, Peshawar, Pakistan

###### Responsibilities:

- Providing end users with support for a variety of issues, including identifying, researching, and resolving technical problems.
- Responding to telephone calls, emails, and personnel requests for technical support.
- Troubleshooting problems across Windows and Mac operating systems and applications.
- Documenting, tracking, and monitoring problems to ensure timely resolution.
- Following instructions and pre-established guidelines to perform job functions.
- Offering technical assistance and support for queries and issues related to computer systems, software, and hardware.
- Resolving technical problems with Local Area Networks (LAN), Wide Area Networks (WAN), and other systems.
- Implementing networking firewalls for a WAN, including all stores, based on a networking VPN to establish a secure connection between the main datacenter, corporate office, and mobile users.

### Hobbies

Reading book, Driving,  
Swimming, Football

### Languages

English	★★★★★
Urdu	★★★★★
Pashto	★★★★★
Arabic	★★★★☆

### Personal Info

Date of Birth: 02 March, 1984  
Nationality: Pakistani  
Religion: Islam  
Marital Status: Married  
Driving License: Valid (QATAR)  
Qatar ID: 28458607388  
Visa Status: Valid Employment

**Jan 2007- Feb 2008**

**Administrator & Account Officer** | Army Public School & College Hangu, Pakistan

Responsibilities:

- Managing obligations to suppliers, customers, and third-party vendors, processing bank deposits, reconciling financial statements, preparing, sending, and storing invoices, contacting clients and sending reminders to ensure timely payments, submitting tax forms, identifying and addressing discrepancies, reporting on the status of accounts payable and receivable, and updating internal accounting databases and spreadsheets.

### Education

**Bachelor of Information Technology/ BIT(Hons)-** Kohat University of Science & Technology, Kohat , Pakistan

### Additional Certification

- Health & Safety Management. (Trade Testing Board (TTB) Govt. Pakistan (KPK)
- Participation in Ketch 2005(National Seminar on Emerging Technology.
- Flight Attendant.
- Military Platoon.
- Football
- Proctor
- Being Best Student.

### Computer Course

- Basic courses. (Windows98 DOS, MS window 98, MS window XP, MS Word 97 to XP, MS Excel 97 to XP, MS PowerPoint 97 to XP,).
- Networking Technologies:
- Wireless Application Protocol (WAP), Routers, VIP, CDMA, TCP/IP, OSI Model, IP Addressing & Submitting, Switching/Bridging(LAN/MAN/WAN).