



## M.D.Akthar

**Profession** :- Office Assistant Cum Light Driver

Mobile No :- 72060310

Email :- [akhtaralee518@gmail.com](mailto:akhtaralee518@gmail.com)

**Visa** Status :-Transferable

### CAREER OBJECTIVE

TO SEEK A RESPONSIBLE POSITION IN A REPUTED ORGANIZATION IN ORDER TO UTILIZE AND ENHANCE MY QUALIFICATION AND EXPERIENCE AS OFFICE ASSISTANT & DOCUMENT CONTROLLER

### ACADEMIC QUALIFICATIONS

- Secondary School Certificate

### EXPERIENCES

#### 1 . V.S.ELECTRONICS SDN. BHD

- Position : Operator – 01 Year & Office Assistant - 02 Year
- Period : From August 2012 - June 2015
- Department : 5V8

### Roles and Responsibilities

Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.

Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.

#### 2 . COLOUR GALLERYA

- Position : Office Assistant Cum Driver
- Period : From August 2016 – Upto Now.
- Department : Colour Gallerya Show Room

## Roles and Responsibilities

- Monitoring the use of devices and supplies within the workplace.
- Dealing with inquiries or needs from the visitors and workers.
- Assisting management personnel in wide variety of workplace responsibilities.
- Delivering facsimiles and sending them, and doing any related search projects.
- Helping the associate, staff, or other management staff in doing their responsibilities.
- Process the company bank deposit and any bank related.

## COMPUTER SKILLS

- Diploma in Information Technology

## PERSONAL PROFILE

- Name in Full : Mohamed Aktar
- Date of Birth : 1993.09.03
- Gender : Male
- Civil status : Married
- Passport – No : PA0569322
- Nationality : Nepal

## SKILLS AND SPECIFICATIONS

- Knowledge of office and management techniques
- Knowledge of customer service methods and concepts.
- Good interaction abilities and professional personal display.
- Should be sincere, sincere, and trustworthy.

## PERSONNEL QUALITIES

- Good Physical as well as Mental Strength
- Hard Work & can manage work in all the different circumstance
- Bear the burdens & pressure of the work
- Job skills within single team
- Communication Skills

**LANGUAGE SKILLS** : English,Hindi,Nepali ,Beginner Arabic  
**INTEREST** : Social and Community work & Sports

## DRIVING LICENSE

Qatar Driving License - Validity 2027 / 07 / 30

**REFERENCES** : Available on Request

I hereby certify the information furnished above true and accurate to best of my knowledge

***M.D.Aktar***