

# Muhammad Ibrahim

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## Objective

Experienced administrator/representative seeking a challenging role that leverages my 20 years of expertise in office management, customer relations, and team collaboration to drive success.

## Work Experience

|                     |   |
|---------------------|---|
| Jan 2023 - Present  | <b>Representative PRO Mandoob</b><br>Golden Dreams Trading Contracting and Services • Doha, Qatar |
| Aug 2021 - Dec 2022 | <b>Electrician / Purchaser</b><br>Miles Trading and Contracting • Doha, Qatar                     |
| Aug 2018 - Jul 2021 | <b>Representative PRO Mandoob</b><br>Taj al-sharq trading & contracting. • Doha, Qatar            |
| Jan 2016 - Mar 2018 | <b>Purchaser</b><br>DK Architect • Lahore, Pakistan   |
| Feb 2014 - Nov 2015 | <b>Travel Consultant</b><br>Qamarul Islam Travel & Tourism • Lahore, Pakistan                     |
| Nov 2012 - Dec 2013 | <b>Data Entry Operator</b><br>TCS Courier Service • Lahore, Pakistan                              |
| Aug 2009 - May 201  | <b>Electrician</b><br>China railway Construction Company (CRCC) • Jeddah, Saudi Arabia            |
| Mar 2007 - Apr 2009 | <b>Driver / Storekeeper</b><br>JGC Petro Rabigh (Saudi Aramco) • Rabigh, Jeddah, Saudi Arabia     |
| Jun 2002 - Dec 2006 | <b>Receptionist</b><br>Jawahir AL-MAdinah Hotel • Al Madinah Al Munawarah, Saudi Arabia           |

## Education and Other Certificates

- **Secondary School Certificate**  
Allama Iqbal Open University • Islamabad, Pakistan
- **MS Windows & Ms Office**  
Lahore, Pakistan
- **Holding LTV Driving License**  
Qatar

## Skills

- Well-practiced in Microsoft word, Excel
- Communication skills
- Customer service
- Organizational skills
- Positive attitude and logical thinking
- Teamwork and collaboration with staff
- Complete knowledge of driving traffic laws
- Technical Proficiency
- Problem-solving ability

## Language

•English •Arabic •Urdu •Hindi