

Jaffar Nazim

Doha

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A strong believer in the ability of the work and research combined with knowledge for strengthening our society and having a positive effect on the world. Only together can we build a better future.

Willing to relocate: Anywhere

Personal Details

Birth Date: 1989-06-06

Eligible to work in Qatar: Yes

Work Experience

Driver

Seaplus boats-Lusail, marina

July 2023 to January 2025

1. Picking up the staff and dropping them back safely home.
2. Delivering items of the company as per the request.
3. Keeping car's service records, And ensuring the car is near and clean by taking it to the washing center.
4. Submitting all the purchasing bills to the accounts.

Sales coordinator

Kasimy trading and contracting-Doha

June 2014 to May 2023

1. Submitting invoices and collecting money.
2. Picking up employees and dropping them home.
3. Taking feedbacks from the clients about our company products.
4. Lead a question and answer session with employees on work issues.
5. Delivering company items as per the orders.

Marketing officer

Reem enterprises manpower company-Doha

June 2011 to April 2013

1. Replying to emails on various queries.
2. Arranging meetings of the supervisor authorities.
3. Providing labours to the approaches.
4. Handing payrolls and records of the labour attendants.
5. Ensure labour satisfaction by taking feedback.

Education

12th grade in Commerce

Mumbai University - Mumbai, Maharashtra

June 2005 to February 2006

10th grade

St. Xavier's high school - Mumbai, Maharashtra

June 2003 to February 2004

Skills

- Photoshop (5 years)
- MS office (8 years)
- Autodesk 3d max (5 years)

Languages

- English - Expert
- Hindi - Native
- Arabic - Beginner

Certifications and Licenses

Qatar Driver's license

January 2025 to January 2030

Holding qatar driving licence since 2011. Familiar about the roads and follow the traffic rules.