



# MUHAMMED JASIM

## Data Analyst | Driver

Self oriented Data Analyst and Delivery Professional with demonstrated of road safety and clean driving record. Familiar with daily logging activities coordinating documents as well as collecting payments.

### WORK EXPERIENCE

#### 2023 - Present

#### High Range World Trading and General Contracting, Qatar

##### Data Analyst | Driver

- Consistently provided accurate time travel and time logs to manager.
- Communicate broadly using bilingual skill.
- Maintains data collection accuracy rate of 96% consistency
- Adeptly used field service portal to verify work schedules and successful data transmission.
- Transmitting collected data on a daily basis

#### 2021-2023 Jubilee Restaurant | Doha, Qatar

##### Receptionist | Cashier

- Greeted and welcomed customers in a friendly and professional manner.
- Managed incoming phone calls handled reservations and ensured accurate records-keeping of orders.
- Efficiently manage customer inquiries, providing information about menus, specials, and restaurant services. Collaborated with the waitstaff to ensure smooth operations and excellent customer service.
- Managed door delivery calls and assisted delivery staff in making fast Delivery Participated in serving food and delivering orders when in need

#### 2019 - 2021 Mobizone Mobile Store | Kerala, India

##### Sales Executive

- Assisted customers in selecting mobile devices and accessories, providing detailed product information.
- Managed transactions and maintained inventory.
- Completed a course on mobile phone service training Providing purchase list to owners based on demand and trends in the market
- Basic mobile repair and customizations

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Muhammedjasim

Nationality: Indian

Date of Birth: 25/10/1999

Passport No.: R0389861

License No:29935608497

### EDUCATION

#### Higher Secondary

S.I.H.S.S Ummathur  
2015 - 2017

#### High School

S.I.H.S.S Ummathur  
2015 March

### SKILLS

Driving  
Traffic Pattern Familiarity  
Passenger Assistance  
MS Office  
Organization and Time Management  
Creative Thinking

### LANGUAGE

- Arabic
- English
- Hindi
- Tamil
- Malayalam