



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