

CURRICULUM VITÆ

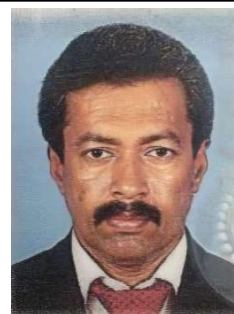
M.I. MOHAMED NOORULHAQUE

Time keeper / Document Messenger / Offices Driver

Doha – Qatar.

Tel: +974 33621072

E-Mail: mubaracksa@gmail.com



PROFILE SUMMERY:

During the employment I have more than Seven years' experience in Qatar field of Timekeeper, Messenger, and Office Driver.

WORKING EXPERIENCE:

- Working as a Timekeeper at Al Ali International Trading & Contracting in Qatar from 2002 to 2008.

Key responsibilities:

- Monitor and record employee work hours accurately
 - Maintain and update timesheets and attendance records
 - Process payroll based on recorded hours and attendance
 - Provide reports to management regarding employee attendance, tardiness, and productivity
 - Ensure compliance with company policies and government regulations regarding work hours and overtime pay
- Worked as an Electrical Technician at Zahira National College in Sri Lanka from 2008 to 2023.
 - Arabian Supply Center Service as an Office Driver and Electrical Technician from 2023.06.10 – 01.02.2025.

EDUCATIONAL QUALIFICATIONS:

- Passed Advance Level in the Examination of Sri Lanka.

COMPUTER SKILLS & LANGUAGE SKILLS:

- Familiar in Microsoft Office (Word, Excel, PowerPoint, Access)
- Familiar with online communication (Internet, E-mail & other activities)
- I can Speak in English, Tamil, Hindi & Malayalam
- Normally speak and understand Arabic.

PROFESSIONAL SKILLS:

- Successfully completed Electrical Engineering (Level 1 – Level 3) at Divisional Vocational Training Centre (DVTC) in Nintavur SRI LANKA. 12.07.2024

PERSONAL DETAILS:

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|---|-----------------------|
| • Gender | Male |
| • National status | Sri Lankan |
| • Religion | Islam |
| • Qatar ID No | 27614402725 |
| • Date of Birth | 1976 – Oct - 20 |
| • Marital Status | Married |
| • Visa Status | Transferable with NOC |
| • Qatar Valid Driving Licences Validity | 2028 – 06 - 20 |

I do hereby assure that the information given above is true and correct. According to the best of my knowledge, if I am selected, I would perform the duties and responsibilities entrusted to me up to the highest satisfaction of my Superiors.

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M.I. MOHAMED NOORULHAQUE