

NASER PUTHUVEETIL

CURRICULUM VITAE



CONTACT

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Doha - Qatar

PERSONAL PROFILE

- Nationality : Indian
- Date of Birth : 01-01-1983
- Place of Birth : India
- Sex : Male
- Marital Status : Married
- Qatar ID No : 28335638337
- ID Expiry Date : 06/05/2025
- Driving L. No. : 28335638337
- Driving L. Expiry : 21/10/2027

LANGUAGES

- English
- Arabic
- Hindi

PASSPORT DETAILS

- Passport No : P0076545
- Passport Expiry : 15/11/2026

VISA STATUS:

- Transferable



PROFILE

As a dedicated driver with 8 years of hands-on experience, I effectively coordinate daily yard operations while ensuring compliance with safety standards. My leadership fosters a motivated team environment, driving efficiency in inventory management and workflow processes. I am committed to enhancing productivity and maintaining high operational standards for overall success.



WORK EXPERIENCE

Ø Driver Cum messenger

MBM Transportation Doha-Qatar (Nov 2016 – Aug 2018)

Duties and Responsibilities

- Resolved problems, improved operations and provided exceptional service.
- Participated in team projects, demonstrating an ability to work collaboratively and effectively.
- Organized and detail-oriented with a strong work ethic.
- Gained extensive knowledge in data entry, analysis and reporting.
- Exercised leadership capabilities by successfully motivating and inspiring others.
- Acted as a team leader in group projects, delegating tasks and providing feedback.
- Delivered services to customer locations within specific timeframes.

Ø Driver Cum Foreman

DYK incorporated Projects, Umm Al haul power plant Doha Qatar (Aug 2019 – Oct 2024)

Duties and Responsibilities:-

- Assist with day to day operations off HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Assist our recruiters to source candidates and update our database





OTHER QUALIFICATION

- Knowledge Basic Computer, Microsoft Word, Excel and Online Applications.



EDUCATIONAL QUALIFICATION

- Passed ITI from NCVT Govt. of India in 2003.
- Passed Higher Secondary School Examination (12th Class) from Kerala Education Board.



DECLARATION

- I sincerely hope that my resume will receive your kind attention and I am most anxious that an opportunity for an interview is given to me at a suitable time.

NASER PUTHUVEETIL



CAREER OBJECTIVE

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual and organization development, which offers attractive prospects for long development and career growth.