**HARIS HAMSA**

**Doha, Qatar**

**Mob : +974 – 77427100**

**Email :haris4722@gmail.com**

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| **CARRER OBJECTIVE** |

To work in a growing firm where I can contribute to its growth, welfare and development and to seize and every opportunity to recognize my potential and give my best act by applying my skills.

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| **EDUCATIONAL QUALICATION** |

* Plus Two (GHSS KOKKUR, Kerala- India ( 2008K8)
* SSLC GHSS KOKKUR, Kerala- India (2006)

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| **TECHNICAL QUALIFICATION** |

* Diploma electrical (not completed)
* Having valid driving license(Qatar and India)
* Having good knowledge

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| **COMPUTER SKILLS** |

* Microsoft Office
* Tally

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| **EXPERIENCE** |

* Working as a Driver as Philippine international school Doha (civilian bus)
  + - office administration in infra rent a car Doha Qatar since 22nd December 2012(3eyers)
    - Nature of work: attending telephone call making invoices and vouchers.
    - Making monthly time sheets and level records
    - Handling incoming and outgoing mails
    - Keep leave recodes and details of employees
    - Worked as a cashier amwaj restaurant, Wakra DohaQatar(2eyers)
    - Worked as a Purchaser in A1 Trading and contracting, Qatar

(1 year)

* + - Worked as a Forman in Al Sabahiya Garage, Qatar (2 year)
    - Worked as a supervisor in Dream Hyper market, Qatar (1 year)
    - Worked as a Driver in Associate Limousine, Qatar (3 year)

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| **PERSONAL DETAILS** |

Sex : Male

Age : 33

Date of birth : 30/05/1990

Marital Status Married

Nationality : Indian

Religion& Caste : Islam, Muslim

Passport No : R5431795/Qatar

Languages Know : English, Hindi & Malayalam

Visa Status : Transferable

Driving license No : 29035603731/Qatar

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| **DECLARATION** |

I do hereby declare that the statements given above are true and correct to the best of my knowledge and belief.

**HARIS HAMSA.**