

MUHAMMAD ASHIK



CONTACT

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PERSONAL DETAILS

Date of Birth : 15/05/1976
Marital Status : Married
Nationality : Indian
Passport : X7294730
Gender : Male
Driving Licence : Qatar, Bahrain & India

SKILLS

Strong oral and written communication, Effective presentation and customer relations, Excellent listening, Outstanding organizational, Good analytical skills with attention to detail, Goal oriented, self-disciplined, and self-motivated to produce results, Ms Windos Ms Excel Data Entry Sales

LANGUAGES

English
Arabic
Hindi
Malayalam

OBJECTIVE

Seeking for excellent position of Document Controller/Office Assistant/Messenger Or Sales Executive to provide safe and reliable service with very good technical skills and strong experience.

EXPERIENCE

2025 - Till
Date

Driver

Al Abdulghani Motors for QATAR ENERGY
Working for QATAR ENERGY at RAS AL LAFFAN, QATAR.

2022 -
2024

Valet Parking Driver

Rotana rent a car &Transportation
Supplying as valet driver in various five star hotels like SHERATON, HILTON, FOUR SEASONS, W, SHARQ, RITZ CARLTON, JW MARRIOT, WESTIN, DUSIT, WALDORF ASTORIA, REXOS.

2022 -
2023

Executive Driver

PRETORIA
Drive for LOUIS VUITTON's VVIP guest at the QATAR FIFA WORLD CUP 2022

2021 -
2022

Messenger

TECHNOQ QATAR
Worked as a messenger in an IT company called TECHNOQ

2013 -
2019

Senior Light Driver

QDVC - DOHA METRO RED LINE SOUTH (RLS-Jv.)
I was able to be a part of the DOHA METRO RED LINE SOUTH project which was a huge 6 year project with QDVC (QATARI DIAR and VINCI construction)

2008 -
2013

Messenger

TAISEI Corporation
worked on the project for HAMAD I'ntl Airport DOHA (SKY ORYX Jv.) New Doha International Airport (NDIA) with TAV and TAISEI Corporation.

2007 -
2008

Messenger

DODSAL PTE
Worked as messenger cum driver at Dodsall company at RAS LAFFAN for CCW (Common Cooling Water) project.

2003 -
2006

Sales Executive

Island Distribution Manama - BAHRAIN
Worked as sales executive for BETELCO Products

2000 - 2002	Data entry Operator Malachite Furniture & Interior Designs Manama - BAHRAIN Data entry and filing of office documentation as required by the office
1997 - 2000	Office Assistant YATEEM CENTRE MANAGEMENT OFFICE (YMCO) Manama - BAHRAIN Data entry and all other office documentation including invoice and receipt distributed to tenants.

EDUCATION

1995	Data entry & console operation LBS Centre for Science & Technology Passed/ 12,222depressions per hour
1994	Pre Degree Course (PDC) Calicut University Passed
1993	Type writing in English Govt. Of Kerala Technical Examination Passed
1992	Secondary Leaving Certificate (SSLC) Govt. Of Kerala Board of Public Examination Passed