

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 -
200* **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