

## PROFILE



**MOHAMMED SARMAD K.A**

## CONTACT INFORMATION

MOBILE NO : +974 55779407 (Qatar)  
EMAIL ID : sarmadmarampally@gmail.com

## LANGUAGES

ENGLISH,MALAYALAM,TAMIL AND HINDI

## PERSONAL DETAILS

**NAME** : MOHAMMED SARMAD K A

**SURNAME** : Abdul Salam

**GENDER** : Male

**MARTIAL STATUS** : Married

**DATE OF BRITH** : 06-05-1995

**RELIGION** : Muslim

**NATIONALITY** : Indian

**PASSPORT NO** : N8813404

**DRIVING LICENS :**

Qatar light driving license  
Indian light vehicle license,

## CAREER OBJECTIVE

To achieve the heightof the career with loyalty ,dignity and hard work , that will provide growth and opportunities with effective utilizationof my skills and also the opportunity to learn more on a professional atmosphere .

## ACADEMIC QUALIFICATION

- » SSLC (secondary school leaving certificate ) from Kerala State of Examination
- » PLUS TWO (higher secondary school certificate ) from South EzhipramChembarack Kerala

## WORK EXPERIENCE

- **Admin Driver cum Messenger** 01/09/2021 - Till date  
SHIFT GROUP WLL, Qatar

Working as Admin Driver cum Messenger in SHIFT GROUP WLL  
1st September 2021 to till date.

- **Safety Officer**  
ABUTSTONE Project Solutions Pvt Ltd

One year worked as a safety officer in ABUTSTONE Project Solutions  
Pvt Ltd( Kerala , India )at Kochin Metro Rail Limited (KMRL)

- **Security Officer**  
BRIGHT SECURITY SERVICES

One year worked as a security officer in BRIGHT SECURITY SERVICES

- **Security Supervisor**  
Applus Veloci

Work at supervisor in Applus veloci

- **Safety Officer**  
PREMIER TECHNO MEDIA

Work at safety officer in premier techno media

## PROFESSIONAL QUALIFICATION

### \\PROFESSIONAL DIPLOMA IN MULTY TECHNOLOGY

- » Electrical &Electronics
- » Computer & Laptop services
- » AC Refrigeration
- » Diesel Engine
- » Fire and Safety
- » Fitter ,Turner &Welding
- » Marine Diesel Engine

## SAFETY COURSE TRAINING

- » NEBOSH ( COURSE COMPLETED )
- » IOSH Managing safely
- » MEDICFIRST AID

## PROFESSIONAL SKILLS

### 1. Driving & Delivery Skills

- » Valid driving license (mention the type if relevant).
- » Knowledge of traffic rules and regulations.
- » Strong navigation skills using GPS or maps.
- » Experience in planning efficient delivery routes.
- » Safety-conscious driving practices.
- » Basic vehicle maintenance knowledge (checking fluids, tire pressure, etc.).

### 2. Administrative & Messenger Skills

- » Time management for efficient delivery and task prioritization.
- » Document handling (collection, sorting, and delivery).
- » Record-keeping of deliveries and receipts.
- » Proficiency in using office software (e.g., MS Word, Excel) for administrative tasks.
- » Filing, scanning, and photocopying documents.
- » Managing schedules and communicating updates.

### 3. Communication & Customer Service

- » Clear verbal communication with clients, coworkers, and vendors.
- » Professional phone and email etiquette for managing inquiries.
- » Client interaction skills: polite and courteous delivery of documents or packages.
- » Ability to relay messages accurately between departments or clients.

### 4. Organization & Multitasking

- » Ability to manage multiple tasks, including administrative and driving duties.
- » Strong organizational skills for managing deliveries, documents, and schedules.
- » Adaptability in responding to urgent tasks or route changes.

### 5. Problem Solving & Flexibility

- » Ability to troubleshoot delivery or vehicle-related issues.
- » Flexibility to handle varying tasks (from driving to office support).
- » Quick decision-making in challenging situations (e.g., traffic issues, last-minute deliveries).

### 6. Physical Stamina

- » Ability to drive for extended periods.
- » Comfortable with light lifting (packages, documents, etc.).

I hereby confirm that the information furnished above is true to the best of my knowledge. I request you to consider me as a proficient candidate, and if an opportunity is given to me, I will prove my worth.

DATE :

Mohammed Sarmad I