



MUHAMMAD HASHIR CHOLAYIL

PROFILE SUMMARY:

Dedicated and experienced professional with a combined 12+ years of expertise as a **Document Controller**, **PR Officer**, and **Driver** in Doha, Qatar. Proficient in managing documentation workflows, building stakeholder relationships, and adhering to safety and compliance standards. Known for exceptional organizational abilities, effective communication, and a proven track record of reliability and professionalism in diverse roles.

WORK EXPERIENCE

- ✓ Four years of experience as a **Document Controller** with **Uni Roofs Company** in Doha Qatar.
- ✓ Eight years of experience as a **PR Officer** and **Driver** in Doha Qatar.

EDUCATION

- ✓ High secondary school education
Kerala, India.

PERSONAL PROFILE

- Date of Birth: 27/09/1992
- Gender: Male
- Nationality: Indian
- Marital Status: Married
- Qatar ID No: 29235605370
- Passport No: U7319511
- Expiry Date: 10/11/2030

PERSONAL SKILLS

- **Communication Skills:** Excellent verbal and written communication for outreach and collaboration.
- **Problem-solving:** Quick resolution of issues with diplomacy and professionalism.
- **Punctuality:** Ensuring timely deliveries and pickups according to schedule.
- **Vehicle Operation:** Proficiency in operating different types of vehicles, including manual and automatic transmissions.
- **Attention to Detail:** Accurate handling and reviewing of critical documents to ensure compliance and quality.
- **Handling Diverse Situations:** Flexibility in dealing with a variety of situations, including unexpected delays or route changes.
- **Stress Management:** Staying calm under pressure and managing stress effectively.
- **Compliance:** Ensuring that all documentation related to the vehicle and driving is up-to-date and compliant with regulations.
- **Commitment to Excellence:** High standards in work and responsibility
- Responsible and honest towards the duty.

DECLARATION

I hereby declare that all the above-mentioned particulars are true to the best of my knowledge and belief.

CONTACT DETAILS

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LANGUAGES

- English
- Arabic
- Hindi
- Malayalam.
- Tamil

HOBBIES

- Travel
- Sports

LICENSE

- **Valid Qatar Light Vehicle Driving License.**
- **Exp date: 2029**