

MD. JAMAL HUSEN

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 Doha, Qatar



PROFILE

Detail-oriented and highly organized professional with over 5 years of experience. Proven track record of managing office operations efficiently, systems. Strong analytical skills combined with excellent communication abilities to ensure smooth business operations. Committed to delivering high-quality results and supporting organizational goals with a proactive and solutions-oriented approach.

WORK EXPERINCE

ASLI SHOPPING & LOGISTIC SERVICES

MESSENGER & DOCUMENT CONTROLLER

2022-2025 *Continuing*

Collaborate with various departments, teams, and stakeholders to ensure proper handling of documents.

Deliver documents, parcels, or packages to designated recipient within specific time frame.

Maintain accurate records of deliveries made, including signature, addresses, and time.

Assist with other related tasks as requested by the supervisor or manager such as check dispatched, cash collection and deposit and other duties in support of company operations.

EURO ZONE LOGISTICS

MESSENGER & DOCUMENT CONTROLLER

2020 MAY - 2022 FEB

Deliver documents, parcels, or packages to designated recipient within specific time frame.

Maintain accurate records of deliveries made, including signature, addresses, and time.

Assist with other related tasks as requested by the supervisor or manager such as check dispatched, cash collection and deposit and other duties in support of company operations.

GULF TIMES

PAPER DISTRIBUTOR

2017 FEB - 2020 MAY

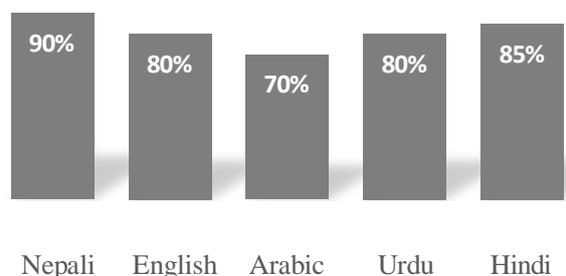
Deliver paper products to designated departments, offices, or individuals within the facility.

Ensure that paper supplies are distributed according to demand and in a timely manner.

EDUCATIONS

School Leaving Certificate (SLC) -2015
Shree Nepal Rastriya Higher Secondary School
Kalaiya, Bara – Nepal

LANGUAGES



SKILLS

DRIVING (CAR + BIKE) Qatar license

PROBLEM SOVIING

COMMUNICATIONS

TEAM WORK

OTHER DETAILS

DATE OF BIRTH :November 05 1998

NATIONALITY : NEPALESE

MATERIAL STATUS : MARRIED

VISA : TRANSFERABLE

Mentions all the information are true.

Please feel free to contact : alamjamal74@gmail.com

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