

AL AMIN SHAFIQU ISLAM



CONTACT DETAILS:

Mob:-

+974-7400 1395

Email:-

alamin14259@gmail.com

Address:-

Doha, Qatar

PERSONAL DATA:

Date of Birth: 12/11/1999

Gender: Male

Nationality: Bangladeshi

Marital Status: Single

PASSPORT DETAILS:

Passport No: **EL0270996**

Date of Issue: 30/01/2023

Date of Expiry: 29/01/2028

DRIVING LICENSE DETAILS:

License No.: **29905000681**

Issue: 15/06/2021

Expiry: 18/05/2027

Vehicle Type: Motor Cycle and
Light Vehicle

LANGUAGES:

- English (*Good*)
- Arabic (*Good*)
- Hindi (*Excellent*)
- Bangla (*Mother Tongue*)

POSITION APPLIED FOR: ANY SUITABLE JOB

CAREER OBJECTIVE

I am currently looking for a full-time position in an environment that offers a great challenge, increased benefits for my personal growth and the opportunity to input my skills to enhance the company efficiency and productivity.

EDUCATION QUALIFICATIONS

- ❖ 10th, S.S.C –Secondary School Certificate.

WORK EXPERIENCE

- ✚ **March-2018 to September-2023** – Worked as a **Site Admin Cum Timekeeper & Logistic Coordinator** at **QBEC – Qatar Building Engineering Company** in Doha, Qatar

Duties:-

- Maintaining an accurate record of labor hours worked by each employee on each job site
- Communicating with supervisors to provide updates on work progress or any issues that arise
- Monitoring timecards for accuracy and making any necessary adjustments
- Reporting any timekeeping irregularities to supervisors for further investigation
- Recording timekeeping data on spreadsheets or other computer software programs
- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics IT to optimize procedures
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- Supervised, coordinate, or schedule the activities of construction workers.
- Inspected work progress, equipment, or construction sites to verify safety or to ensure that specifications are met.
- Coordinated work activities with other construction project activities.
- Assigned work to employees, based on material or worker requirements of specific jobs.

- ✚ **2022 to Present** – Currently Working as a **UBER Driver (Taxi Driver)** in Doha, Qatar

Duties:-

- Ensure the safety of all riders.
- Pick up patrons and greet them when they enter your vehicle.
- Provide a safe place for your riders to be picked up and dropped off.
- Provide a safe driving experience for your riders and get them to their destinations.

PERSONAL PROFILE

- Passion about service, self-motivated and performance driven.
- Awareness of health and safety
- Flexible, innovative and honest.
- Excellent organizational and time management skills.
- Exceptional interpersonal skills.
- Good verbal communication.
- Ability to work in an international/multicultural environment.
- Exceptional manual dexterity and hand-eye coordination.
- A sound understanding of pertinent safety guidelines.

DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Your Truly
AL AMIN SHAFIQU ISLAM