

# CURRICULAM VITAE

**SURFRAS PATTERNI KUNI**

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## OBJECTIVE

Seeking an opportunity to start a new career in Messenger Cum Driver Profession

## WORK EXPERIENCE

### Messenger Cum Driver

### RIGHT ANGLE TRADING & CONT W.L.L

**SEP 2022  
To  
TILL DATE**

- Operates assigned vehicle in a safe and courteous manner.
- To provide general support to members of Projects Development Department for the smooth running of departmental functions.
- To perform general basic administrative duties as required;
- To visit Governmental, Federal, Banks, Consulates and other Service Authorities offices to complete legal business related matters;
- Collection and circulation of internal & external mail.

### Messenger Cum Driver

### Chiyoda Al Mana Eng.L.L.C

**May 2010  
To  
August 2022**

- Operates assigned vehicle in a safe and courteous manner.
- To provide general support to members of Projects Development Department for the smooth running of departmental functions.
- To perform general basic administrative duties as required;
- To coordinate with various Chiyoda's departments to ensure the completion of official formalities;
- To visit Governmental, Federal, Banks, Consulates and other Service Authorities offices to complete legal business related matters;
- Collection and circulation of internal & external mail.

**August 2009  
TO  
January 2010**

- Sales and marketing of Life & Non-Life products and services within the Doha Region including schools & Military Air Base.(U S )
- Constantly prospecting for new client data through various channels and maintains sound client relationships.
- Maintain and develop existing and new clients through appropriate propositions and ethical sales methods, to optimise quality of service, business growth, and customer satisfaction.
- Respond to and conduct follow up sales inquiries and sales presentations using appropriate methods and in an appropriate time limit.
- Generate closed deals and premiums as defined in the Business Plan for the entire product category.
- Build & grow relationships and turn these relationships into larger sales.
- Seek referrals from clients for future businesses / Networking.

**Purchasing Manager****Master Chef (Dubai International Airport)**

**February 2007  
TO  
May 2009**

- Under the direction of the Chief Provincial Manager, performs miscellaneous accounting and clerical duties, including data entry, word processing, billing, cashiering, inventory of commodities, fielding customer questions and/or complaints, running end-of-day reports and performs other duties as assigned.
- Generating of Purchase Requests for all the food supplies as well as the remittance of sales to the Provincial Treasurers Office.
- Process accounting-related documents for release of stocks and monitor inventory of items in the pharmacy.
- Provide customers information regarding: billing history, payment history and outstanding balances.

**COMPUTER PROFICIENCY**

**Windows XP, Windows Server 2003 , MS Word & MS Excel  
National Institute Kerala India**

**EDUCATIONAL QUALIFICATIONS**

**2002**

**Secondary to Graduation  
Kerala Higher Secondary Board**

## PERSONAL DETAILS

DATE OF BIRTH 18 March 1982  
PLACE OF BIRTH Calicut Kerala India  
NATIONALITY Indian  
RELIGION Islam  
CIVIL STATUS Married

## REFERENCE

- Abdul Gafoor K.P Ministry Of Municipality & Urban Planning Doha Qatar
- 00974 5631319(M)

State Of Qatar Residency Permit		دولة قطر رخصة إقامة	
ID No:	28235626310	الرقم الشخصي:	
D.O.B:	18/03/1982	تاريخ الميلاد:	
Expiry:	13/05/2024	الصلاحية:	
Nationality:	الهند	الجنسية:	
Occupation:	مشرف عام	المهنة:	
الاسم: سورفرييس كونييل			
Name: SURFRAS PATERI KUNIYIL			

Passport Number:	V4015094	رقم جواز السفر:	
Passport Expiry:	11/12/2031	تاريخ انتهاء الجواز:	
Serial No:	31228235626310	الرقم المسلسل:	
Residency Type:	عمل	نوع الرخصة:	
Employer:	الحق العادلة التجارة والمقاولات	المستقدم:	
مدير عام الإدارة العامة للجوازات General Director of the General Directorate of Passports		توقيع حامل البطاقة Holder's signature	

State of Qatar Ministry of Interior Traffic Department		دولة قطر وزارة الداخلية إدارة المرور	
DRIVING LICENSE		رخصة سواقي	
28235626310		الرقم الشخصي	
الاسم: سورفرييس كونييل			
NAME: SURFRAS PATERI KUNIYIL			
NAT: INDIA		الجنسية: الهند	
DATE OF BIRTH: 1982-03-18		تاريخ الميلاد: 1982-03-18	
BLOOD GR: O+		فصيلة الدم: O+	
FIRST ISSUE: 2009-08-19		تاريخ أول إصدار: 2009-08-19	
VALIDITY: 2024-08-05		تاريخ الانتهاء: 2024-08-05	

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform		يجب إخراج هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إخراج بطاقة ضمان من الشرطة المدنية	
Authorized Vehicles		المركبات المصرح بتقديتها	
EXCAVATOR	حفر	MOTOR CYCLE	دراجة نارية
CRANE	كربن	CAR	سيارة خفيفة
LOADER	شبول	BUS	حافلة
FORKLIFT	رافعة شوكية	MED. TRUCK	شاحنة متوسطة
OTHER	اخرى	TRUCK	شاحنة ثقيلة
Licensing Authority		سلطة الترخيص	