

MUDASSIR NASEEM

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OBJECTIVE

SEEKING A CHALLENGING POSITION WHICH OFFERS OPPURTUNITIES FOR PERSONAL GROWTH AND CAREER DEVELOPMENT.

EXPERIENCE

29TH DEC 2021 – TILL NOW

Driver Cum Assistant at (Marakaz facility management) Doha, Qatar

- Pick n Drop of the employees from accommodation to the desired site.
- Transporting of official documents or a employee from one site to another.
- Supporting Administrative tasks such as Record Keeping, Data Entry or Preparing reports.

1st SEP 2021 – 30th NOV 2021

Driver at (TATBIQ) Doha, Qatar

- Picking and dropping off the passengers using their app (**Get2Go**) just like other apps (**uber**, **Careem & Ryde**)

30TH AUG 2020 – 31st AUG 2021

VALET PARKING AT PRIMARY HEALTH CARE CORPORATION (PHCC) DOHA, QATAR

- PARK THE CARS OF THE STAFF MEMBERS IN BASEMENT AND HAND OVER THE KEYS TO THE SECURITY.
 - LOCATE AND RESERVE THE PARKING (IF AVAILABLE) FOR STAFF AND VISITORS.

13TH APR 2020 – 29TH AUG 2020

Driver at (NATIONAL FOOD COMPANY) DOHA, QATAR

- DEALING WITH DOCUMENTS OF ALL THE DEPARTMENTS IN COMPANY.
 - DELIVERING OF THE CARS AT THE DESIRED LOCATION

AUG 2018 – MAR 2019

SALESMAN (BAKERY) LAHORE & SARGODHA, PAKISTAN

- DEALING WITH THE CUSTOMERS WHO COME TO SHOP.
- MAKING THEM SATISFIED WITH THE PRODUCTS THEY WISH FOR, OR SIMPLY HANDOVER THE PRODUCT THEY DESIRE.

NOV 2017 – JAN 2018

RECEPTIONIST & CASHIER at (DE FIESTA RESTAURANT) SARGODHA, PAKISTAN.

- CREATING & PRINTING OUT THE BILLS OF DELIVERIES, TAKEAWAY ORDERS & TABLES SERVED.
 - AND WORKING AS A CASHIER AS WELL IN ABSENCE OF MANAGER

SEP 2016 – FEB 2017

ASSISTANT ELECTRICIAN (PRIVATE CONTRACTOR) SARGODHA, PAKISTAN.

- INSTALLMENTS OF SWITCH BOARDS, ELECTRICAL WIRES ETC OF BUILDINGS OR HOUSES WHICH ARE UNDER CONSTRUCTION.
- DETECTING AND FIXING OF MINOR PROBLEMS OF SWITCH BOARDS & ELECTRICAL APPLIANCES.

EDUCATION

- **MATRICULATION** (COMPUTER SCIENCE) SARGODHA, PAKISTAN COMPLETED IN 2012 FROM **FEDERAL BOARD OF INTERMEDIATE & SECONDARY EDUCATION** (FBISE)
- **DIPLOMA OF ASSOCIATE ENGINEER IN ELECTRICAL** (3 YEARS) SARGODHA, PAKISTAN COMPLETED IN 2015 FROM **PUNJAB BOARD OF TECHNICAL EDUCATION** (PBTE)

SKILLS

- **COMPUTER APPLICATION** COMPLETED IN 2015 FROM **NATIONAL TRAINING BEREAU** (NTB)
- **AUTOCAD 2D & 3D** COMPLETED IN 2016 FROM **NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION** (NAVTTTC)
- **COMPUTERIZED ACCOUNTING** COMPLETED IN 2017 FROM **PUNJAB BOARD OF TECHNICAL EDUCATION** (PBTE)