

MOHAMED SUBAIR MOHAMED NAFEEL

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CURRENT ADDRESS
Doha - Qatar



PROFILE

To work for an organization using my knowledge and experience based skills to the best of my ability to achieve best results and add value to my post together with initiative ideas. My ultimate aim is to work as an active member of an energetic team in large environment so that I can exploit my full potential.

EDUCATION QUALIFICATIONS

- ✓ G.C.E ORDINARY LEVEL EXAM – SRI LANKA

SKILLS AND CAPABILITY

- ✓ Time Management
- ✓ Leadership
- ✓ Team Work
- ✓ Problem Solving
- ✓ Customer Oriented
- ✓ Fast Learner
- ✓ Practical decision maker

LANGUAGE

- ✓ Arabic
- ✓ English
- ✓ Hindi
- ✓ Malayalam
- ✓ Sinhala
- ✓ Tamil

PERSONAL INFO

D.O.B
1982.02.05

Nationality
Sri Lankan

Religion
Islam

Gender
Male

WORK EXPERIANCE

• Driver

Halab Real Estate Company – Doha, Qatar
2019 to 2022

Job Role Includes:

- ✓ Pickup and drop staff members.
- ✓ Distribute mails and utility bills.
- ✓ Attend bank with necessary official work as assigned.
- ✓ Purchase/bring office essential/refreshment.
- ✓ Perform daily operational inspection of vehicle to include tires, light, breaks, gas, oil, water and interior.
- ✓ Product Delivery.

• Driver cum Office Assistant

Roots Energy & Engineering Services – Doha, Qatar
2014 to 2017

Job Role Includes:

- ✓ Pickup and drop staff members.
- ✓ Distribute mails and utility bills.
- ✓ Attend bank with necessary official work as assigned.
- ✓ Attend day to day administrative jobs by the management.
- ✓ Assist in photocopying, scanning, binding and packaging.
- ✓ Purchase/bring office essential/refreshment.
- ✓ Receive telephone in absence of the person assigned for reception.
- ✓ Perform daily operational inspection of vehicle to include tires, light, breaks, gas, oil, water and interior.

• Driver cum Document Collector

Tadmur Trading – Doha, Qatar
2007 to 2013

OTHER QUALIFICATION

- Having valid Qatar Light Vehicle Driving License & Sri Lankan Heavy Vehicle Driving License.

I do hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge.