



NADER SHEIKH

ABOUT ME

Dependable and detail-oriented Office Assistant with strong organizational abilities and effective communication skills. Skilled in managing schedules, coordinating administrative tasks, and contributing to a productive work environment. Seeking a role to utilize my skills, gain hands-on experience, and support organizational and community goals.

EDUCATION

- **SECONDARY SCHOOL CERTIFICATE, 01/2017**
Bangladesh M.H.M School And College - Doha, Qatar
- **HIGHER SECONDARY SCHOOL CERTIFICATE, 01/2019**
Bangladesh M.H.M School And College - Doha, Qatar
- **SUPPLY CHAIN MANAGEMENT CERTIFICATE, 01/2023**
ICONIC DOHA
- **ENERTECH QATAR SAFETY TRAINING CERTIFICATE**

EXPERIENCE

Transportation Coordinator

Transportation Company - Doha, Qatar

10/2024 - Present

- Ensure vehicles are maintained and serviced on schedule.
- Plan and coordinate efficient routes for drivers.
- Track vehicle locations and monitor driver performance.
- Enforce compliance with local, state, and federal regulations.
- Develop and implement policies for transportation operations.
- Maintain accurate records and generate transportation activity reports.
- Train and supervise drivers to ensure operational efficiency.
- Manage budgets and monitor transportation costs.
- Identify and address areas for process improvement.

CONTACT

Phone

+974 5033 9411

Email

Nadersheikh4@gmail.com

EXPERTISE

- Excellent verbal and written communication
- Strong time management and interpersonal skills
- Effective problem-solving and quick learning ability
- Confident, mature, and dedicated to achieving goals
- Outstanding customer service and telephone etiquette
- Skilled in administrative support and file management
- Proficient in inventory control and typing tasks
- Adaptable to multicultural environments and teamwork
- Punctual, responsible, and able to meet deadlines
- Enthusiastic and keen to handle challenging tasks

LANGUAGE

English
Bangla
Hindi
UrArabic

EXPERIENCE

Office Assistant

Britfly Management Consultancy - Al Sadd, Qatar

06/2023 - 09/2024

- Organized and maintained office files to improve efficiency.
- Answered calls and emails promptly, enhancing team communication.
- Managed office supplies to support smooth operations.
- Processed invoices accurately, ensuring financial accuracy.
- Handled confidential documents with discretion and professionalism.
- Performed data entry tasks, maintaining accurate records.
- Regularly updated databases to ensure accessibility.
- Maintained organized common areas and greeted clients professionally.

Logistics Assistant

RAMCO Trading & Contracting WLL - Doha, Qatar

01/2020 - 02/2023

- Coordinated and tracked goods through logistics pathways.
- Executed plans to ensure timely product delivery.
- Reviewed freight rates and optimized transportation costs.
- Maintained quality control across logistics processes.
- Performed daily tasks efficiently and accurately.
- Adapted quickly to new skills, enhancing productivity and efficiency.