



MUHAMMED SUHAIL M

BILLING CLERK AND DISTRIBUTOR

CONTACT

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suhaism777@gmail.com

Doha, Qatar

SKILLS

- Team Coordination
- Integrity
- Adaptability
- Time Management
- Effective Communication
- Record Keeping
- Basic Technical Skills
- Attention to Detail

LANGUAGES

- English
- Hindi
- Malayalam
- Arabic



PROFILE

Reliable and detail-oriented, skilled in maintaining accurate stock records and ensuring timely dispatch of goods. Holds a valid Qatar LMV driving license with excellent knowledge of local routes and traffic regulations. Proven ability to manage store operations, perform vehicle checks, and uphold high standards of confidentiality and safety. Adept at working independently with a strong focus on punctuality and responsibility.



WORK EXPERIENCE

Al Zubair Trading Co., Doha

OCT 2022 - PRESENT

Billing Clerk and Distributor

- Maintained detailed records of daily sales, payments, and receipts.
- Prepared and issued accurate bills and invoices.
- Received, organised, and distributed goods to various customers.
- Followed proper safety and hygiene standards during handling and transportation.

Qatar Energy, Dukhan

May 2021 - June 2022

Office Messenger

- Collected and delivered confidential documents, letters, and parcels between departments, offices, and external agencies.
- Assisted administrative staff in sorting, filing, and distributing internal documents.
- Operated company vehicle to perform tasks as per schedule.

Al Zubair Trading Co., Doha

May 2016 - Jan 2021

Store Keeper and Driver

- Monitored stock levels and alerted management on low or excess stock.
- Ensured timely pickup and delivery as per company schedule.



EDUCATION

Class XII

National Open School

Year of passing: 2016

Class X

B. E. M High School, Kerala

Year of passing: 2013