

MD JUNAIN ANSARI

SUPERVISOR



Contact

Address: Doha - Qatar
Phone: +974 33122177
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Professional Qualification

- Higher Secondary Level Education
- Basic Computer Training Course

Computer Experience

- MS Office (Word, Excel, PowerPoint)
- Email & Internet operations
- Document typing & formatting
- Basic data entry and record keeping

Skills

- Supervision & team management
- Hospitality & customer service
- Driving & transportation
- Logistics & delivery handling
- Store management & inventory control
- Time management & communication

Languages Known

- English writing, speaking and reading.
- Arabic Speaking and reading.
- Hindi writing, speaking and reading.
- Nepali – Mother Tongue

Other Information

- Date of Birth: 22-07-1986
- Visa Status: Transferable work Visa-NOC
- Passport/QID: 28652425149
- Marital Status: Married
- Qatar Valid Manual Driving License

Career Objective

Dedicated and experienced professional with over 14 years of expertise in supervision, transportation, store management, and hospitality services. Skilled in team coordination, logistics, and customer service. Seeking a position where I can contribute my skills, reliability, and strong work ethic to organizational success.

Supervisor – Mission Trading & Contracting and Hospitality Services (2023 – Present) Doha-Qatar

- Supervising hospitality operations and staff to ensure excellent service.
- Coordinating daily activities, delegating tasks, and monitoring performance.
- Assisting in logistics, transportation, and client support as required.
- Ensuring compliance with company policies and safety standards.

HUMA GENERAL STORE, FEB 2020 – MAR 2022

RAJBIRAJ-NEPAL

- Managed store operations, staff schedules, and daily workflow.
- Maintained accurate stock records and monitored inventory levels.
- Ensured timely deliveries and effective customer service.
- Trained and guided staff for better performance.

OFFICE MESSENGER/DRIVER (ADMINISTRATION DEPARTMENT)

OCT 2009-DEC 2019

MINISTRY OF MUNICIPALITY AND PUBLIC PAKS DEPARTMENT, DOHA – QATAR

- Operated official vehicles for staff and document transport.
- Delivered confidential files, documents, and packages between offices.
- Supported administrative and logistical operations within the department.
- Conducted regular vehicle maintenance and followed safety regulations.