

CURRICULUM VITAE

RASAL RAZAK P

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CAREER OBJECTIVE:

I shall leave no stone unturned to satisfy my superior time “ Enthusiastic & highly motive, individual of hard working and wishing to pursue a creative & challenging career in reputed and leading organization

Job Profile

- Drives official vehicles, maintain them in proper conditions and arrange necessary servicing on regular basis, make other small repairs on urgent matters
- Logs official trips, daily mileage, gas consumptions, oil changes, greasing, etc.
- Ensures that the steps required by the rules and regulations are taken in case of involvement in accident
- Clears supplies and equipment from airport and post office, customs office
- Distributes mail, pouches, documents, invitation cards and facilitate transportation for visitors and/or staff members for official purposes

PERSONAL PROFILE:

Date of Birth : 25 Mar 1986

Father's Name : Abdul Razak

Sex : Male

Nationality : Indian

Religion : Muslim

Marital Status : Married

Personal Strength : Punctuality, hard working, Willingness to accept Responsibilities.

PASSPORT DETAILS:

Passport Number F 5872724

Place of Issue : Kozhikode

Date of Issue : 18.12.2015

Date of expiry : 19.12.2025

EDUCATIONAL QUALIFICATION:

- BA Economics university of (Calicut Kerala India)
- Passed +2 (commerce) Board or Kerala
- Passed S.S.L.C Examination Under board of Public Examination Kerala

TECHNICAL QUALIFICATION:

- Diploma in FIRE SAFETY ENGINEERING We Guard Fire Control
Under National Institute of Fire Engineering –COCHIN (Kerala India 2005-2006) **50/931**,
Elamakkara Road, Bank Jn. Edappally, Cochin 024 www.cochinfireguard.in
TEL: 0484 2335554 / 3298681
- Fire prevention and control
- Fire fighting
- Fire aid trained
- Ramp safety awareness course
- Baggage reconciliation system (BRS)
- Security awareness course
- Valid Qatar driving license

COMPUTER SKILL:

- Microsoft Office.
- PowerPoint.
- Microsoft Access.
- QuickBooks.
- Email.
- Web and Social Skills.
- Graphic and Writing Skills.
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LANGUAGE KNOWN:

- English – Hindi – Malayalam -Tamil and Arabic (read write)

Summary of Professional Experiences

- Fire and safety trainee- construction works 6 month in Kerala
- Sales and marketing pure mineral water Qatar 2006 Dec To 2007 June
- Documentation controller Driver with massager 2007 to 2011 (4 year)
- Qatar Airways VIP, First Class Passenger Transport Driver DIA, HIA& VIP Terminal 2011 to 2020

STRENGTHS

- Optimistic
- Punctuality
- Potentiality
- Keep Pleasant Face
- Pleasing Personality
- Confidence to do anything

Deal any situation with efficient manner

PRESENT WORK EXPOSURE:-

Name of the Firm : Sidra Limousine
Designation : Transport Department

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DECLARATION:

I hereby declare that all the above furnished information are true to the best of my knowledge and belief.

Yours Faithfully

Date:

Place : Qatar