MANAF PUTHIYAVEETTIL MUSTHAFA
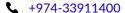
📞 +974-33911400
✉ manaf.pm@gmail.com
📍 Doha - Qatar

EDUCATION

HIGHER SECONDARY EDUCATION IN HUMANITIES, (2004)

COMPUTER HARDWARE NETWORKING.(2005)

DIPLOMA IN COMPUETRISED ACCOUNTING.(2005)

SKILLS

- Office Management
- Petty Cash Handling
- Filing & Record Keeping
- Document Preparation
- Data Entry & Database Management.
- IT Support & Troubleshooting
- Hardware & Software Installation.
- Driving

LANGUAGES

- English
- HIndi

PERSONAL DETAILS

Date Of Birtth : 21/05/1986

Nationality : Indian

Driving Licences: Qatar & India (valid).

Visa Status: Valid Residential Permit (NOC available).

PROFILE

A motivated professional seeking a versatile role in IT support technician, office staff, or as a driver/messenger, offering strong technical expertise, administrative efficiency, and dependable service to meet organizational needs.

WORK EXPERIENCE

AL Mana Rent A Car (HERTZ) Driver , Doha-Qatar   2024 - PRESENT
- Deliver and Collect rental vehicles from clients.
- Check vehicles before and after trips for any damages.
- Report any damages and accidents or mechanical issues immediately.
- Provide good customer service and assist clients politely .

NAS Enterprises , (Billing and Cashier, India)   2022-2023
- Accurately processed customer payments through cash, credit/debit cards, and mobile payments.
- Prepared and issued detailed invoices, ensuring correct application of discounts, taxes, and product/service charges.
- Managed cash register operations, including opening and closing balances.
- Generated daily and weekly financial reports, highlighting any billing issues for management review .

Emirates Gateway Security Services, (IT support ,UAE)   2014 - 2020
- Troubleshooting and maintenance of computers and Local Networks.
- Configured network printers (wired and wireless) on the company network, ensuring all users had access to shared printing resources.
- Provided on-site and remote support to employees for both hardware and software troubleshooting.
- Collaborated with the IT team to resolve issues related to print spooling, driver errors, and network communication.
- Installed and configured workstations, printers, and peripherals on corporate networks, ensuring all devices were connected via Wi-Fi or LAN.
- Installed and configured Local Area Networks (LANs), including laying Cat5e/Cat6 cables, setting up switches, and connecting devices for seamless connectivity.
- Designed and implemented fiber optic network infrastructures, including pulling, terminating, and splicing single-mode and multi-mode fiber cables to support high-speed communication.

United Real Estate & Services (Office in charge Doha- Qatar)   2012 -2014
- Provided administrative support to a team of real estate agents by managing appointments, meetings, and property showings.
- Assisted clients with inquiries, scheduling property viewings, and explaining basic real estate processes.
- Drafted, reviewed, and proofread real estate contracts, quotation, leases, and agreements for accuracy and compliance.
- Managed office supplies, inventory, and vendor relationships, ensuring smooth daily operations.
- Handled incoming calls, email correspondence, and inquiries, ensuring prompt and professional responses.

United Computers (IT Technician , Doha- Qatar)   2009 -2011
- Troubleshooting and maintenance of computers and Local Networks.
- installation & configuration of software and Hardware.
- Assembling the new Desktop PC as per Local purchase.
- Handling phone calls and Emails form customers.
- Maintained petty cash logbooks, performed monthly reconciliations, and prepared expense reports.