

CURRICULAM VITAE

SURFRAS PATTERNI KUNI

Mobile: +974 33468955

Email: sarfraskp@gmail.com



OBJECTIVE

Seeking an opportunity to start a new career in Messenger Cum Driver Profession

WORK EXPERIENCE

Messenger Cum Driver

RIGHT ANGLE TRADING & CONT W.L.L

SEP 2022
To
TILL DATE

- Operates assigned vehicle in a safe and courteous manner.
- To provide general support to members of Projects Development Department for the smooth running of departmental functions.
- To perform general basic administrative duties as required;
- To visit Governmental, Federal, Banks, Consulates and other Service Authorities offices to complete legal business related matters;
- Collection and circulation of internal & external mail.

Messenger Cum Driver

Chiyoda AI Mana Eng.L.L.C

May 2010
To
August 2022

- Operates assigned vehicle in a safe and courteous manner.
- To provide general support to members of Projects Development Department for the smooth running of departmental functions.
- To perform general basic administrative duties as required;
- To coordinate with various Chiyoda's departments to ensure the completion of official formalities;
- To visit Governmental, Federal, Banks, Consulates and other Service Authorities offices to complete legal business related matters;
- Collection and circulation of internal & external mail.

**August 2009
TO
January 2010**

- Sales and marketing of Life & Non-Life products and services within the Doha Region including schools & Military Air Base.(U S)
- Constantly prospecting for new client data through various channels and maintains sound client relationships.
- Maintain and develop existing and new clients through appropriate propositions and ethical sales methods, to optimise quality of service, business growth, and customer satisfaction.
- Respond to and conduct follow up sales inquiries and sales presentations using appropriate methods and in an appropriate time limit.
- Generate closed deals and premiums as defined in the Business Plan for the entire product category.
- Build & grow relationships and turn these relationships into larger sales.
- Seek referrals from clients for future businesses / Networking.

Purchasing Manager**Master Chef (Dubai International Airport)**

**February 2007
TO
May 2009**

- Under the direction of the Chief Provincial Manager, performs miscellaneous accounting and clerical duties, including data entry, word processing, billing, cashiering, inventory of commodities, fielding customer questions and/or complaints, running end-of-day reports and performs other duties as assigned.
- Generating of Purchase Requests for all the food supplies as well as the remittance of sales to the Provincial Treasurers Office.
- Process accounting-related documents for release of stocks and monitor inventory of items in the pharmacy.
- Provide customers information regarding: billing history, payment history and outstanding balances.

COMPUTER PROFICIENCY

**Windows XP, Windows Server 2003 , MS Word & MS Excel
National Institute Kerala India**

EDUCATIONAL QUALIFICATIONS

2002

**Secondary to Graduation
Kerala Higher Secondary Board**

PERSONAL DETAILS

DATE OF BIRTH 18 March 1982
PLACE OF BIRTH Calicut Kerala India
NATIONALITY Indian
RELIGION Islam
CIVIL STATUS Married

REFERENCE

- Abdul Gafoor K.P Ministry Of Municipality & Urban Planning Doha Qatar
- 00974 5631319(M)

State Of Qatar
Residency Permit

دولة قطر
رخصة إقامة

ID.No: 28235626310 الرقم الشخصي:
D.O.B: 18/03/1982 تاريخ الميلاد:
Expiry: 13/05/2025 الصلاحية:
الجنسية:
Nationality: INDIA الهند
Occupation: مشرف عام المهنة:
الإسم: سوريفيس كونيل

Name: SURFRAS PATERI KUNIYIL

Passport Number: V4015094 رقم جواز السفر:
Passport Expiry: 11/12/2031 تاريخ انتهاء الجواز:
Serial No: 31328235626310 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: الحق العادلة التجارة و المقاولات المستقدم:
مدير عام الإدارة العامة للجوازات
General Director of the General Directorate of Passports
توقيع حامل البطاقة
Holder's signature

رقم جواز السفر:
تاريخ انتهاء الجواز:
الرقم المسلسل:
نوع الرخصة:
المستقدم:

الإسم: سوريفيس كونيل

State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور

DRIVING LICENSE

28235626310 الرقم الشخصي:
الإسم: سوريفيس كونيل

NAME SURFRAS PATERI KUNIYIL
NAT. INDIA الجنسية الهند
DATE OF BIRTH 1982-03-18 تاريخ الميلاد
BLOOD GR. O+ فصيلة الدم
FIRST ISSUE 2009-08-19 ت. اول إصدار
VALIDITY 2024-08-05 ت. الانتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform
يجب إخراج هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إخراج هويته في حالة كونه بالملابس المدنية

Authorized Vehicles المركبات المصرح بقيادتها

EXCAVATOR حفار
CRANE كرين
LOADER شوبل
FORKLIFT رافعة شوكية
OTHER أخرى

MOTOR CYCLE دراجة نارية
CAR سيارة خفيفة
BUS حافلة
MED. TRUCK شاحنة متوسطة
TRAILER قاطرة ومقطورة

Notes ملاحظات

نظارة طبية
Glasses
عدسات
Lenses
أوتوماتيك
Automatics
تجهيزات خاصة
Handicaps
إعاقة سمعية
hearing weakness
الضعف بالإنصات
Organ Donation

Licensing Authority سلطة الترخيص

* 2 8 2 3 5 6 2 6 3 1 0