



EBRAHIM KHALEEL

Contact Information:

Mob : 00974 70824662

E-mail : kallu691@gmail.com

Personal Data:

Date of Birth: 18th Aug 1986

Sex : Male

Nationality : Indian

Marital Status : Married

D/L : Qatar

Passport No : S8913053

Works involved :

CURRICULUM VITAE

Career Objective

To be a successful team player with hard work, dedication, dynamism and integrity. And to gain as much practical knowledge as possible by working in an established Company so as to enhance my skills and add value to the organization.

Work Experience:

- Service adviser: (August-2012- August 2013) Al Gawas Garage, Doha, Qatar

Works involved :

Customer adviser.
Customer relation.
Work estimation.
Customer adviser.
Service Team leading
Co-ordination of work

- Administration clerk/document controller : (September 2013 – October 2014) Arabic House Contracting co. WLL Doha-Qatar.

- Keeping project Register.
- Keeping stock Register.
- File keeping.
- Manage Banking Transactions.

Driver (October 2014 to Present):

- anytime limousine
- silver swan interior design
- grace company for messenger service
- Delivery driver in q post
- Delivery driver in temu

Responsibility:-

- cheque collection and submission from client to bank
- coordinate with purchase department to collect and delivery of building materials to site and store
- well known in all Qatar location and road

Academic record

Higher Secondary Studies (Plus Two) 2004 – 2006.
Board of Higher Secondary Examination, Kerala - India.

Secondary Level - March, 2004
Educational board government of Kerala - India.

I am well versed in the following:

Accounting Software : *Tally*
Office Automation : *MS Office (word, excel, power point, access)*
Operating Systems: *MS Windows 8, 7 & XP*

Technical Profile

Fast learner, Adapt well to changes and pressures in workplace.
Excellent written, communication and presentation skills.
Work effectively with diverse group of people.
Friendly with an upbeat attitude.
Ambitious, hardworking and committed to excellence.
Committed to deadlines and schedules.

Competencies

Honest, Sincere and a Hard Worker with a high level of Integrity

Language Proficiency

Language	Read	Write	Speak
English	Yes	Yes	Yes
Arabic	Yes	Yes	Yes
Hindi	Yes	Yes	Yes
Malayalam	Yes	Yes	Yes

Declaration

I confirm that information provided by me is true to the best of my knowledge and belief

Khaleel Ebrahim
Doha- Qatar