

DRIVER/ADMIN



HARIS

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Objective-

- ♦ **Eager to work with an organization of repute which will recognize, appreciate and fully utilize my current skills, and knowledge base, while providing opportunities for growth and career advancement.**
- ♦ **Seeking an opportunity to work in an organization, where I can fully utilize my potential and develop the hidden talent in me.**

Summary

- ☐ 5 year experience in Techno-soft computers Network Solution as a Driver cum Admin
- ☐ Extensive experience in Windows Operating Systems.
Experience in Windows Server

Work Experience-

- | | |
|------------------------|--|
| 1, House Driver | : QATAR, |
| Designation | : Driver |
| Duration | : SEPTEMBER-2024 TO PRASENT |
| 2, Company | : MANFIELD TECH & ENGG CO W.L.L Qatar |
| Designation | : Driver Cum Office Admin |
| Duration | : 2015-OCTOBER TO 2019 |

Job Profile-

- Attends to clients complaints.
- Monitoring the situation of daily sales.
- Prepares and organize files, Inter-office, memo, business correspondence, quotation offices, fax messaging.
- Excellent in client convincing skills
- Capable of Multi-tasking.
- Maintains the follow-ups files for reminding the consignee and finding complete information from them before the time of delivery.
- Willing to work on pressurized work timing.
- Customer Oriented
- Capable of working with less supervision.
- Create and maintains filing systems, record and indices.
- Performs other function that may be assigned from time to time.
- Do the necessary action to the work related concern/problems, needs, request of the customers and owners.

Educational Qualification -

- ☐ Bachelor of commerce From Periyar University
- ☐ Plus Two (Science), Board of Higher Secondary Examination –Govt. of Kerala
- ☐ S.S.L.C From General Education Department Govt. of Kerala

Technical Qualification -

- ☐ Ms Office
- ☐ Photoshop
- ☐ Arabic Typewriting, English Typewriting
- ☐ A+,N+,MCSC,CCNA,RHCE,CEH
- ☐ Desktop Hardware
- ☐ Forklift operator

Office Assistant-

Interacting With Computers — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Performing Administrative Activities — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Professional Strength-

Interpersonal skills, Organizing skills, Self confidence, Hard-working and Commitment.

Personal Details -

Nationality	: Indian
Date of Birth	: 29 March 1990
Place of Birth	: Valapad, Kerala
Marital Status	: Married
Religion	: Islam
Languages	: Arabic, English, Hindi & Malayalam
Passport No	: R 9750773
Visa Status	: Work Visa

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

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