

# MOHAMED AMJATH JAMALDEEN

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Location: Doha, Qatar.

Availability: Immediately with NOC



## **CARRIER OBJECTIVE:**

To be employed in a dynamic, challenging environment and self-motivated with over 10 years of experiences in Office administration as an Office Assistant and Messenger ,Limousine Driver where I can use my skills and abilities to the fullest for the best of the organization which will further advanced career prospects.

## **WORK EXPERIONCES:**

- **Jazeela Limousine**

I have Two Year Driver Experience in Qatar.

- **Dr.Marwan Kalla Dental Lab, Qatar.**

- I have three month working experience as a driver messenger in Dr.Marwan Kalla Dental Lab in Qatar Form 2023-06-01 to 2023-09-05

- **Doha Bank – Qatar;**

I have more than (03) Three years working experience as an Office Assistant and Messenger in Doha Bank in Qatar from 2013 to 2016.

## **JOB RELATED ABILITIES AND SKILLS:**

- Cheque deposited, Collect the official documents and submit to concern departments.
- Filing and arranging the office documents.
- Photocopy, Document scanning and Book binding.
- Ability and a desire to learn.
- Exceptional communication skills (**English, Hindi, Arabic & Malayalam**).

## **PERSONAL INFORMATIONS:**

- **Driving License:** Valid Qatari Driving License.(Manual)
- **Date of Birth:** 06<sup>th</sup> December 1988
- **Nationality:** Sri Lankan
- **Marital status:** married
- **Religion:** Muslim
- **Visa Status:** Transferable visa with NOC

I hereby declare that the above statements are true and accurate to the best of my knowledge and belief.

Mohamed Amjath Jamaldeen.