

M.I.MOHAMED IRFRAN

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With Driving license manual Qatar



OBJECTIVE: To good myself and people with me to achieve the best and to look at challenges as opportunities to learn the world around us a lot better.

STRENGTHS : Honesty, hard work and team player supported by a continuous desire to learn excellent, analytical and interpersonal skills

PERSONAL SUMMARY : I have 12 years of working experience including 10 years in Qatar. And also with good expertise in using software MS Office.

EMPLOYMENT HISTORY

Employer – mowasalat (Karwa) transportation ✓ temporary fleet Coordinator – September 2022 – January 2023 Doha, Qatar-

Major Roles and Responsibilities

- Schedule fleet maintenance and repairs.
- Work with external vendors, including mechanics.
- Maintain inventory of spare parts and tires.
- Monitor fuel levels
- Maintain a database of truck and driver information.
- Assist with vehicle purchases and replacements.

Employer – 2 ELITE PAPER RECYCLING Collecting Coordinator & Supervisor ✓ June 2017 – April 2022 -Doha, Qatar-

Major Roles and Responsibilities

- Schedule fleet maintenance and repairs.
- Work with external vendors, including mechanics.
- Maintain inventory of spare parts and tires.
- Monitor fuel levels
- Maintain a database of truck and driver information.
- Assist with vehicle purchases and replacements.
- Training the new staff as per the company policies & procedures.
- Gps tracking system checking.

Employer – 3 NEW REMEDY. (Al RAWNAQ CO.) Salesmen, sales supervisor & cashier ✓ March 2006 – April 2009 ✓ April 2015 – June 2017 -Doha, Qatar-

Major Roles and Responsibilities

- Selling the products.
- Guide the customer.
- Promote the product.
- Monthly Stock taking, variance reporting.

- Maintaining display Cash Balance maintenance, void & cancellation
- Purchasing new products Stock maintenance

Employer – 4 MANCHESTER FOOD PVT (LTD) Sales merchandiser & Sales Representative ✓
January 2011 – March 2015 -Sri Lanka-

Major Roles and Responsibilities

- Showcase and maintain inventory level, removing expired or damaged products and replacing products. Meeting with store managers for re- ordering products
- Fixing strategies and producing goals for the company and clients

EDUCATIONAL QUALIFICATINS :

- General Certificate of Education - Ordinary level - Pass.
- General Certificate of Education - Advance level - Pass.
- Diploma in computer Application.

ACHIEVEMENTS:

- I have awarded as a best customer dealer in 2015 at New Remedy International Services
- Member of school prefect Board and Deputy Head Prefect in 2001.
- Member of school old boys Association.
- Caption of School Cricket team.
- Champion in Provincial Cricket Match in 2004. Participated in School & District Level Cultural & Sports Meets

PERSONAL INFORMATION

- Full Name : Mohamed Idris Mohamed Irfan
- Gender : Male
- Marital Status : Married
- Nationality : Sri Lankan
- Religion : Muslim
- Date of Birth : 07/01/1986
- Language : English & Tamil (Fluent) Arabic, Hindi & Sinhala (Intermediate)
- Visa Status : Work Permit ID
- **Driving License : Qatar & Sri Lanka**

I assure you that I shall be an asset to your institution if I am given an opportunity to serve you in your esteemed company. I hereby certify that the information given above true and correct to the best of my knowledge.

Mohamed irfan