



MUHAMMED SUHAIL M

OFFICE ASSISTANT

CONTACT

+974 77375080

suhailsm777@gmail.com

Doha, Qatar

SKILLS

- Admin Support
- Team Coordination
- Integrity
- Adaptability
- Time Management
- Effective Communication
- Record Keeping
- Basic Technical Skills
- Attention to Detail

LANGUAGES

- English
- Hindi
- Malayalam
- Arabic



PROFILE

Highly organized and detail-oriented individual with strong skills in administrative support, document management, and coordination of day-to-day office activities. Knowledgeable in scheduling, and record keeping while ensuring accuracy and efficiency. Values reliability, adaptability, and excellent communication skills, with the ability to support smooth office operations and contribute to overall team productivity.



WORK EXPERIENCE

Al Zubair Trading Co., Doha

OCT 2022 - PRESENT

Office Assistant

- Maintained detailed records of daily sales, payments, and receipts.
- Prepared and issued accurate bills and invoices.
- Received, organised, and distributed goods to various customers.
- Followed proper safety and hygiene standards during handling and transportation.

Qatar Energy, Dukhan

May 2021 - June 2022

Office Messenger

- Collected and delivered confidential documents, letters, and parcels between departments, offices, and external agencies.
- Assisted administrative staff in sorting, filing, and distributing internal documents.
- Operated company vehicle to perform tasks as per schedule.

Al Zubair Trading Co., Doha

May 2016 - Jan 2021

Store Keeper and Distributor

- Monitored stock levels and alerted management on low or excess stock.
- Ensured timely pickup and delivery as per company schedule.



EDUCATION

Class XII

National Open School

Year of passing: 2016

Class X

B. E. M High School, Kerala

Year of passing: 2013