

Abdullah

Name: Abdullah

Native : Indian

Age : 36

Current location : Ain Khalid, Doha, Qatar

Phone no. : +97471073709

Email: abudiqatar@gmail.com

Professional Experience

Dedicated and detail-oriented Administrative Professional with 20 years of experience providing high-level office management, executive support, and organizational leadership. Skilled in streamlining operations, managing teams, and implementing efficient administrative processes to improve productivity. Known for strong problem-solving skills, professionalism, and ability to maintain smooth daily office functions in fast-paced environments.

Core Skills

- Office Administration & Management
- Executive Support
- Calendar & Scheduling Management
- Document Control & Recordkeeping
- Staff Training & Supervision
- Budgeting & Procurement Support
- MS Office Suite / Google Workspace
- Report Preparation & Data Entry
- Communication & Interpersonal Skills

Education

Completed Bachelor's Degree in 2010

Additional Information

- Languages: English, Urdu, Tamil, Basic Arabic
- Having Valid QID & Qatar Driving License.