

# CURRICULAM VITAE

Position: Messenger & Document Coordinator

Mohammed Hafeez Mohiuddin

Mobile: +974 – 70848302

Email:hafeez.qatar500@gmail.com

Qatar ID: (Trasferable)

Driving License: Qatar Driving License (22- 10-2027)

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## Objective:

Seeking a challenging and responsible position in a growth-oriented environment that will utilize my proven ability to manage multiple tasks simultaneously keeping in view, the interest of the team and the organization.

## Professional Summary:

- With over more than 3+ years of working experience in supervisor and Document Coordinator with Retail Preparation of documentation Provide professional consultancy dealing with customer complains High standard practice Coordination delivery time& place etc...
- Consistent in accuracy of work and on time reporting. A stickler for quality, team builder to the core and a natural motivator with per severance and integrity.

## Educational Qualification:

- Board of Intermediate Education.
- B.A (Bachelor ARTS) Maulana Azad National Urdu University.

## Technical Skills:

- ✓ Operating system: Windows 98/2000/2007/2008/2010, windows XP, vista
- ✓ versed with MS Office (Excel. Word, PowerPoint & Access
- ✓ Good communication and organizational skills and can speak fluent in English.

## Professional Certification:

DIPLOMA IN COMPUTER APPLICATIONS  
(DCA) DIPLOMA IN MICROSOFT OFFICE

## Professional Experience:

Oryx Karat Trading and Logistic Services

Designation: Messenger & document coordinator

NOV 2023– Till Now.

### **Job Responsibility:**

- Securely delivers packages, documents, written and verbal messages, and other items to intended location or recipient in a timely manner.
- Manages incoming mail so that it is opened, sorted, and distributed in a professional and timely manner.
- Obtains required signatures and/or payments at time of delivery.
- Unloads items from large trucks and loads them onto smaller vehicles for delivery.
- Performs or schedules standard maintenance on delivery vehicles.
- Performs other related duties as assigned.
- Giving advice and guidance on product selection to customers.
- Responsible dealing with customer complaints.
- Manage "Cash House Fund" for Expenses related to Clearance.
- Communicating with Shipping Companies for shipment arrivals, and collection of Delivery Orders.
- Documenting and filing consignments.

**Inspire Trading & Contracting Company- Doha Qatar.**

**Designation: supervisor & Document Coordinator**

**Aug 2022- Oct 2023**

### **JOB AND RESPONSIBILITIES:**

- Ensure that the properties under their supervision are well-maintained, including making repairs, coordinating maintenance services, and addressing tenant maintenance requests promptly.
- Handle tenant relations, including leasing, rent collection, and addressing tenant concerns or complaints.
- Manage the financial aspects of the properties, including budgeting, rent collection, and payment of property expenses. Real estate supervisors may also be responsible for
- Draft and manage lease agreements, renewals, and terminations. Ensure that all lease terms and conditions are upheld.
- Conduct regular property inspections to ensure compliance with safety and maintenance standards. Address any issues or violations as needed.
- Oversee and coordinate relationships with vendors, contractors, and service providers to ensure that the property's needs are met efficiently.
- Be available for emergency situations and take appropriate action, such as coordinating repairs or contacting authorities in case of emergencies.
- Maintain open and effective communication with tenants, addressing their inquiries, concerns, and needs professionally and promptly.

### **Personal Details:**

<b>Permanent address</b>	<b>:</b>	<b>H.no: 9-12-48, Nizamabad, Telangana, India.</b>
<b>Date of Birth</b>	<b>:</b>	<b>18<sup>th</sup> December 1994</b>
<b>Nationality</b>	<b>:</b>	<b>Indian</b>
<b>Marital status</b>	<b>:</b>	<b>married</b>
<b>Passport number</b>	<b>:</b>	<b>N9458918 (valid date: 16-03-2026)</b>
<b>Driving license</b>	<b>:</b>	<b>Qatar Driving License (22- 10-2027)</b>

### **Personal Strength:**

Analysis and design of various requirements, very good Logical Thinking ability, a high sense of adaptability, raising to the need of the hour and willing to work dedicatedly for an organization which rewards excellence and perfection.

(Mohammed Hafeez Mohiuddin)