



MIRZA BARKAT ALI

ADMIN ASSISTANT AND STORE
KEEPER

CONTACT

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PERSONAL INFO



Indian



01-04-1958



Al Wakrah, Qatar



QID Family Sponsored

EDUCATION

KASHMIR UNIVERSITY
B.COM,

DIPLOMA HOTEL
MANAGEMENT,
INSTITUTE OF CATERING
MANAGEMENT

SKILLS

- Store Keeping
- Administration
- Project Management
- procurement
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

CAREER OBJECTIVE

A dedicated and detail-oriented professional with extensive experience in storekeeping, purchasing, inventory control, and administrative operations. Skilled in receiving and issuing materials, conducting inventory checks, payroll and attendance management, and front-office support. Possesses strong hotel industry experience including housekeeping coordination and F&B control, with a proven ability to maintain accurate records, ensure stock efficiency, and support smooth day-to-day operations.

WORK EXPERIENCE

- Shantiniketan Indian School, Doha** 2011- 2025
Admin Assistant and Store Incharge
Dedicated administrative professional with 14 years of experience in school administration and storekeeping at SIS School. Managed school inventory, procurement support, material distribution to teachers, attendance records, student transfer documentation, and official document verification. Provided reception and front-office support while ensuring efficient administrative processes.
- Gulf Internation and HRD consultancy** 2008- 2011
Worked as a Admin Assistant & Advisor
- Hotel Al Rayah, Saudi Arabia** 1996 - 2008
Worked as a admin Assistant & F&B controller
- Shah Abbass Hotel** 1990 - 1995
Worked as F&B Controller and Store Incharge

LANGUAGES

- English
- Hindi
- Urdu
- Kashmiri