

JISHAD P.K

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PROFILE

Detail-oriented Office Support and Messenger Professional with experience in **document handling, internal and external mail distribution, sales coordination, site coordination, customer interaction, courier management, and administrative support**. Skilled in **workflow coordination, record maintenance, route optimization, inter-department communication, and field operations**. Proficient in **AutoCAD, Revit, MS Office, and technical documentation** with a background in civil drafting. Known for **reliability, time management, problem solving, and teamwork** in fast-paced organizational environments.

WORK EXPERIENCE

- Messenger** Sep 2021 – Jun 2025
Blue Diamond Group, Qatar
- Recorded sales and order information and reported to sales department
 - Organized sales visits and maintained customer relationships
 - Received, sorted, and distributed internal and external mail
 - Reviewed performance to exceed assigned targets
- Messenger** May 2020 – Jul 2021
Cortana Innovative Technology, Qatar
- Handled document shredding and light maintenance work
 - Submitted visa applications to embassy
 - Managed courier services and prepared bills of lading
 - Distributed newspapers, magazines, and subscriptions
- Messenger & Site Coordinator** Jan 2016 – May 2019
Desert Line Projects W.L.L, Qatar
- Coordinated teamwork between departments
 - Recommended route and workflow improvements
 - Kept supervisors informed of developments
 - Provided input regarding employee performance
- Civil Draftsman** Jan 2015 – Apr 2015
Rock Flower Architecture Engineering Consultants, Calicut
- Designed 2D drawings and 3D models for residential and public buildings
 - Supervised construction of buildings and houses

EDUCATION

- Civil Draughtsman** NCVT
JDT Islam, Calicut
- Building Animation** Professional Course
CAD Campus, Calicut
- Commerce** HSC
Board of Public Examination, Kerala
- Board of Public Examination, Kerala** SSLC

KEY STRENGTH

- Document handling, filing, and record maintenance
- Internal and external mail distribution management
- Courier coordination and delivery tracking
- Sales visit organization and customer follow-up
- Site coordination and inter-department support
- Route planning and field task execution
- Administrative and office support operations

KEY SKILLS

- Strong organizational and time management abilities
- Effective communication and coordination skills
- Ability to work under pressure and meet deadlines
- Quick learning and adaptability to new environments
- Problem solving and decision-making capability
- Teamwork, responsibility, and professional ethics

COMPUTER & TECHNICAL SKILLS

- AutoCAD 2D drafting, Revit, and basic 3D modeling (3Ds Max)
- MS Word, Excel, and document formatting for reports and records
- Email communication and digital document handling
- Online form submission and visa documentation processing
- Courier booking systems and delivery record tracking
- Internet research, data entry, and file management
- Printing, scanning, and document digitization
- Operating Systems: Windows

PERSONAL DETAILS

Nationality: Indian

Date of Birth: 9 June 1992

Marital Status: Married

Religion: Islam

Driving License No: 29235614919

Passport No: M5550372 / C2321559 (Issued: Kozhikode, Exp: 08/10/2034)

Visa Status: Transferable Company Employment Visa

LANGUAGES

English — Malayalam — Hindi & Arabic (Partial)