



Ali Alwasila Fadol Almola Yousif

Administration and Driver

0097433156262 - Doha , Qatar | alialwasila145@gmail.com

Personal Details

- Driving Licence : Valid Qatar Driving License. (Light and Heavy)

Objective

I have the ability to handle a wide range of administrative tasks and along with my skills in coordinating office operations to ensure smooth workflow. I possess strong communication skills and a proactive approach to problem solving. During my years of experience, I have demonstrated the ability to work under pressure, prioritize responsibilities, And collaborate effectively with cross-functional teams. I also work on collecting information and examining it to ensure its accuracy. Enter customer data and customer accounts from the documents, and complete this process Previously scheduled date .

Education

- Educational level University

Work Experience

- **Aayan company , Qatar , from February 2026 Until Now** 2026 - Until Now
Bus driver in Ras laffan
- **Karaw Company , Qatar** 2024 - 2025
Bus Driver
- **Amwaj Alsilia Copany , Qatar** 2023 - 2024
Data Entery
- **Al-Joud Customer Services Center , Zain, Sudani and MTN services branch Gezira , sudan** 2018 - 2021
Call Center

Personal Skills

- Ability to work individually or as part of a team.
- Time management.
- Communication skills
- Marketing skills
- Sales and persuasion skills.
- Negotiation skills
- Problems solving skills
- Professional computer skills
- Fast learning skills.
- Manage and complete assigned tasks.
- Flexibility and adaptability Strong professional and ambitious .

Training Courses

- Training course in computer applications at the Geniuses Training Center, August 2022
- Training course in computer basics and Microsoft Office programs, Life Arts of Training and Coaching Center , April 2024.
- Training workshop on Qatari life skills for coexistence with cultures, Life Arts of Training and Coaching Center , April 2024.
- Training course in computer basics, Edraak platform, May 2024.
- Training course in learning the English language (conversation skills 2), Edraak platform, May 2024.

Languages

- Arabic Language : Native
- English Language : very Good