



MOHAMMED JANE ALAM KHOKA

OBJECTIVE

To secure a position in an established institution where acquired knowledge and skills can be utilized towards continues growth and advancement.

PERSONAL INFO:

GENDER: Male
D.O.B: June 15 1997
HEIGHT: 5'3"
MARITAL STATUS: Married
NATIONALITY: Bangladesh
RELIGION.: Islam
LANGUAGE: English, Hindi, Bengali, Arabic

CONTACT

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REFERENCE BY:

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EDUCATION

Higher Secondary School

2015 - 2016

Noapara degree College Chittagong, Bangladesh
(Bachelor Commerce)

Secondary School

2009 - 2014

Madarsha M.L High School Chittagong,
Bangladesh

WORK EXPERIENCE

June 2024 to till now Working Experience as a Fuel Handler
VECTRUS/GSCS, US Military Base, Camp As
Sayliyah, Doha-Qatar

Duties and Responsibilities :

- Fuel authorized vehicles in safe manner.
- Account for fuel issued to customer.
- Account for fuel delivered to the fuel point.
- Complete documentation, conduct daily Preventive Maintenance Checklist Sheet (PMCS).
- Maintains and ensure the fuel office building and fuel storage area is kept clean and orderly.

July 2021 to June 2024 ORYX GTL Oil and Gas Ras Laffan Industrial
City WAREHOUSE MATERIAL DELIVERY DRIVER

Duties and Responsibilities:

- Safely transport oil and gas related materials.
- Adhere to delivery schedules and timelines.
- Ensure compliance with industry regulations.
- Conduct regular vehicle inspections for safety.
- Report any vehicle issues promptly.
- Manage and maintain accurate delivery documentation.
- Communicate effectively with dispatch and team members.
- Prioritize safety due to the hazardous nature of materials.
- Follow established protocols and procedures.
- Uphold a high level of professionalism and reliability.
- Make sure that package are properly and securely place in the delivery vehicle.

**March 2019 to June 2021 Worked Experience as a Fuel Handler
VECTRUS/GSCS, US Military Base, Camp As Sayliyah, Doha-Qatar**

Duties and Responsibilities :

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**Nov 2018 to Feb 2019 Custodian
VECTRUS/GSCS, U.S Military Base, Camp as Sayliyah, Doha Qatar**

Duties and Responsibilities:

- Keeps building and property in clean and orderly condition.
- Performs routine maintenance activities.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.

**March 2017 to Oct 2018 Mechanical Helper
NAAMA BEENA NAAMA Industrial Area Doha, Qatar**

Duties and Responsibilities:

- Assisting the Lead Mechanic in changing oils and tires
- Replacing hoses and belts
- Inspection of brakes
- Helping to diagnose vehicles issues
- Maintaining the garage clean.

**Jan 2016 to Jan 2017 Mechanical Helper
Toyota Company Chittagong, Bangladesh**

Duties and Responsibilities:

- Assisting the Lead Mechanic in changing oils and tires
- Replacing hoses and belts
- Inspection of brakes
- Helping to diagnose vehicles issues
- Maintaining the garage clean.

LICENSE AND TRAINING

- Qatar Driving license light vehicle
- Defensive Driving Training
- Vehicle Banksman Training
- Certification in Hazmat handling
- Certification in material handling and Waste Management Awareness
- Plant Health & Safety Certification
- Heat Stress Awareness Training
- Ergonomics Training
- Confined Space Awareness & Entry Training
- First Aid Training
- Personal Protection Awareness
- General Hazard Awareness Program
- Basic Safety Training Program
- Lifting & Rigging Certification