



MUHAMMED NASEEM

PROFILE

To be part of an organization that offers challenging responsibilities, opportunities and provides constant learning ground to maximize the growth of the organization by utilizing any skills.

CONTACT

PHONE:
5052-5218

EMAIL:
Naseemqatar2022@gmail.com

EDUCATION

Karpagam university

May 2012

BSC. Computer Science

Kerala Board

Higher Secondary Education

May 2008

WORK EXPERIENCE

DEALS AND DIMES [OPERATION MANAGER]

2019 NOVEMBER – 2024 JULY

- Recruit, select, train, assign, schedule, coach, counsel, and discipline employees
- Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions
- Contribute operations information and recommendations to strategic plans and reviews; prepare and complete action plans; implement production, productivity, quality, and customer-service standards; resolve problems; complete audits; identify trends
- Develop operations systems by determining product handling and storage requirements; develop, implement, enforce, and evaluate policies and procedures; develop processes for receiving product, equipment utilization, inventory management, and shipping
- Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Manage staff levels, wages, hours, contract labor to revenues
- Responsible for all aspects of vehicle and heavy equipment rentals
- Manage relationships with key operations vendors

AL BUSTAN GENERAL Co [PRO Cum HR Assistant]

2018 DEC- 2019 AUGUST

- Handling visa applications for expatriate employees, including liaising with the immigration department, the Ministry of interior and Ministry of Foreign Affairs.

PERSONAL DETAILS

NATIONALITY

India

MARITAL STATUS

Married

VISA STATUS

Transferable work visa

License Holder

LANGUAGES

ENGLISH

HINDI

ARABIC (READING & WRITING)

TAMIL

MALAYALAM

- Submitting license application
- Ensuring the company follows Qatar Commercial Company Law and Labour Law
- Keeping up to date with any new government regulation and Legislation
- supporting the HR department and HR manager directly
- maintaining and organizing employee records, such as personal information and contracts
- assisting in payrolls such as organizing leave for team members and overtime hours
- updating HR databases including personal records, new hire data and previous staff member data
- reporting regularly on HR metrics, such as company turnover

GREEN TOP INTERNATIONAL

2017 JUNE – 2018 AUGUST As Messenger

LORE INTERNATIONAL [PRO CUM HR ASSISTANT]

2014 JANUARY- 2017 FEBRUARY

ADROID ENGINEERING (LOGISTICS OFFICER)

2013 JANUARY- DECEMBER

SKILLS

- ❖ Acquired skill in Office Automation
- ❖ Operating System: MS-DOS / Windows 98 / 2000 / XP / 7 / Windows 2003 & 2008 Server (MULTIMEDIA, VB, NET, HTML, SQL, C, C++)
- ❖ INTERNETWORKING (Routing & Switching)
- ❖ System administration.
- ❖ Operating software installation (Microsoft, Mac, and Linux).
- ❖ Windows Server 2008 implementation
- ❖ Antivirus installation and maintenance
- ❖ Apple product support like iMac, I pad, iPhone
- ❖ IP camera installation and configuration
- ❖ Video conferencing system
- ❖ Installation of Wi-Fi access point
- ❖ Open Office, MS Office, MS Outlook
- ❖ Coordinating with vendors and Internet service provider.
- ❖ Excellent Communication
- ❖ Interpersonal ability to multitask
- ❖ Optimistic