

CURRICULUM VITAE

Mohammed Tahir Hussain

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📍 Location: Street No.8, Gate No.90,
Industrial Area, Doha –Qatar

🇳🇵 Nationality: Nepalese

🇳🇵 Visa Type: Qatar ID with Work Visa (with
NOC Letter)



Professional Summary

Experienced and detail-oriented Secretary cum Document Controller and Logistics Coordinator with over 15 years of experience, currently working at Al Andalus International for Building Materials since 2010. Expert in document control, logistics coordination, and bank LC/BC documentation for international trade. Proven ability to manage supplier communication, import/export documentation, and official correspondence. Known for accuracy, reliability, and multilingual communication in fast-paced environments.

Key Skills

- Bank LC & BC Documentation
- International Supplier Coordination
- Import/Export Documents (Invoice, BL, COO, etc.)
- Shipping & Freight Logistics
- Customs Clearance Process
- Document Control & File Archiving
- Email Correspondence & Reporting
- Microsoft Office (Word, Excel, Outlook)
- Administrative Support & Data Entry
- Languages: English, Hindi, Urdu, Nepali, Arabic (Read)

Professional Experience

Secretary cum Document Controller & Logistics Coordinator
Al Andalus International for Building Materials – Doha, Qatar
10 June 2010 – Present

Key Responsibilities:

- Prepare and manage Letters of Credit (LC) and Bills for Collection (BC) for all international purchases.
- Communicate with overseas suppliers to coordinate shipping schedules, invoices, and delivery

terms.

- Prepare and verify import/export documents: commercial invoice, packing list, bill of lading, certificate of origin, and insurance documents.
- Follow up with banks and shipping agents for timely document processing and customs clearance.
- Organize and maintain document archives for audits and record-keeping (both physical and electronic).
- Handle all logistics tracking, ensuring smooth cargo delivery and resolving shipment issues.
- Compose professional emails and manage all company correspondence related to procurement and shipping.
- Assist management with administrative duties, including internal coordination and documentation.

Educational Background

- Bachelor of Science (B.Sc.) – March 2003 – 76%
- Bachelor of Engineering (B.E.) – Discontinued after 4th Semester
- 12th Standard (Intermediate) – 60%
- 10th Standard – Passed on 18 May 1997 – 48.9%

Languages Known

- English – Fluent
- Hindi – Fluent
- Urdu – Fluent
- Nepali – Fluent
- Arabic – Reading

Personal Information

- Date of Birth: 12th April 1980
- Father's Name: Shabbir Miyan
- Marital Status: Married

Permanent Address:

Mohammed Tahir Hussain

VDC: Bhagwantipur Tamasuiya

Ward No: 4

District: Siraha, Nepal

References

Available upon request.