#### *CURRICULUM VITAE*

## MOHAMED RAFEEK MOHAMED IRSHATH

**Email:** [**irshaf.heart@gmail.com**](mailto:irshaf.heart@gmail.com)

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* Looking Suitable Job… **(Supervising / Administration / Documentation / Inventory)**

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| **Objective…** |

( Seeking a challenging position in a reputed organization , which

Will provide opportunity for a career prospective to hone my technical skills )

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| **Educational Background/Technical Skill** |

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| **INSTITUTION /**  **UNIVERSITY** | **DEGREE / COURSE** | **YEAR OF PASSING** | **RESULTS** |
| **BT / KATTANKUDY CENTRAL COLLEGE (NATIONAL)** | **G.C.E.O/L** | **2001** | **1A , 1B , 5C , 2S** |
| **BT/KATTANKUDY CENTRAL COLLEGE (NATIONAL)** | **G.C.E. A/L (ADVANCED LEVEL)** | **2005** | **1B , 2C** |
| **AUSTRALIAN COMPUTERS** | **MS-OFFICE** &  **HARDWARE** &  **INTERNET** & **E-MAIL** | **2003** | **B GRADE** |
|  | **ADOBE PHOTO SHOP CS** |  |  |
| **FAMILY COMPUTERS**  **(IN DOHA QATAR)** | **AUTOCAD** | **2008** | **FIRST GRADE** |
| **“VALPAS” SAFETY SERVICE**  **(IN DUBAI)** | **FIRST AID WITH CPR** & **AED** | **2016** |  |
| **DUBAI POLICE ACADEMY** | **CIVIL DEFENSE & FIRE SAFETY TRAINING** | **2016** |  |
| **AL BADDAD INTERNATIONAL COMPANY CAPITAL** | **BASIC HEALTH & SAFETY ORIENTATION COURSE** | **2016** |  |

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| **Experience** |

* **05-YEARS WORKING EXPERIENCE IN QATAR : -**
* AS A TIMEKEEPING UNIT **“ COORDINATOR & SUPERVISOR ” – 4 ½** YEARS

(BOOM CONSTRUCTION COMPANY – DOHA QATAR)

**RESPONCIBILITIES :-**

Supervising **&** controlling all Site Timekeepers

Communicate **and** problem solving with site Laborers

Coordinate All Projects Timesheets

Arranging Weekly **&** Monthly Reports

PMV Reports for Vehicle **&** Site Machines

Arranging and moving manpower and coordinate between , site **&** in-charge

* AS A **“ FRONT DESK STAFF “ – 03** MONTHS

REGENCY GROUP ( REGENCY FLEETS & RENT A CAR - DOHA QATAR )

**RESPONCIBILITIES :-**

Supply Rent a Car for Regency Groups & Hotel - (between our “**Nine**” groups)

Have To Explain the Roles and Responsibilities , for the Customer

Coordinate With Private Trips

* **02-YEARS WORKING EXPERIENCE IN SAUDI ARABIA : -**
* AS A **“ ADMIN ASSISTANT “ – 01½** YEARS **–** Working With HR (**Human Resources**)

( OLAYAN DESCON COMPANY – JUBAIL )

**RESPONCIBILITIES :-**

Documentation

Coordinate with New Joiners

Mobilization

Issuing clearance

Prepare Transfer Note **&** Data updating in system (**on H.R.S**.)

* AS A **“** **PROCUREMENT ASSISTANT “ – 06** MONTHS

(ARABIAN FAL HOLDING COMPANY – DAMMAM)

(Hired by **ARAMCO**) - **AMERICAN** ARABIAN CORPORATION – worked in **Onshore**

(ARAMCO I.D NO.8083746) **Attached**

**RESPONCIBILITIES :-**

Preparing Purchase Request ( using **ACCPACK** )

Secretarial

Site reports

Responding mails

Updating ( Using “**SAP**” )

* CURRENTLY WORKING IN DUBAI AS A **“DOCUMENT ATHENTICATION OFFICER”** - **09** MONTHS

( AL BADDAD INTERNATIONAL COMPANY , TECHNO PARK , DUBAI ) - FREE ZONE VISA

**RESPONCIBILITIES :-**

Document Handling

Arrange and Coordinate Site Recruitments

Internal Purchase Order

Material Gate Pass

Manpower Gate Pass

Projects Follow Up

PreparingOrder Request ( using“**ERP**” )

Material coordination

Inventory - ( Production Office )

* WORKING EXPERIENCE **IN SRILANKA** : -
* AS A **SALES MAN – 01** YEAR – (AZKA MARKETING & TRADING – SRILANKA)
* MORE THAN **03 YEARS** DRIVING EXPERIENCE **IN QATAR & SRILANKA -** (**TWO VALID LICENCES**)

**UAE LICENCE -** UNDER PROCESS

(EXCHANGING QATAR LICENCE) – **RTA** FILE NO: 12967922 / 6100395

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| **Social Prospective** |

* **Qatar Airways** Privilege Club Member (I.D.NO. – 405055304) - **Attached**
* Wisdom **Youth Club** Member (For Social Activity)
* work as an **observer** in “pefrel Election commission” at 2005 president election
* Participation Of Youth Camp For **social Service** Activities (Training camp of Movement Games)
* Successfully Completed **First Aid** Training In **“UAE”** (“VALPAS”)
* Successfully Completed **Fire Safety Training** **& Civil Defense** In Dubai **Police Academy** (Waiting For Certificate)

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| **Personal Profile** |

FULL NAME **:** MOHAMED RAFEEK MOHAMED IRSHATH

SEX **:** MALE

DATE OF BIRTH : 02 APRIL 1985

RILIGION  **:** ISLAM

NATIONALITY : SRI LANKAN MUSLIM

CIVIL STATUS : MALE & MARRIED

HEIGHT/ WEIGHT  : 5’9” / 75kgs

LANGUAGESPOKEN : Good Command in **ENGLISH** & **TAMIL**

& **MALAYALAM** & **HINDI** & **ARABIC** - Poor

**Job Seeker First Name / CV No: 303032**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)



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