

# Mohammed Arshad



## CONTACT

Musherib, Qatar

Phone: +974 3123 7816

Email: muhammedarshs@gmail.com

## Personal information

Date of Birth: 22/06/1998

Nationality: Indian

Marital status: Single

Passport No: U7161878

Visa Status: Transferable

## LICENSE DETAILS

VALID QATAR DRIVING LICENSE

## LANGUAGES

English (Read, write, speak)

Malayalam (Read, write, speak)

Hindi (Read, write)

Arabic (Read, write)

## Skills

Communication

Teamwork

Problem solving

## Summary

Seeking a challenging and rewarding job in your esteemed organization, where I can fully utilize my skills and knowledge and prove myself as a sincere, hard worker, honest and provide my full efforts to fulfill the requirement of the company highly as possible

## Work Experience

### Fleet Coordinator (Operation)

COMPASS RENT A CAR, DOHA – QATAR, (PRESENT)

- Maintain records of all vehicles in the fleet
- Schedule and coordinate all routine maintenance and repairs for fleet vehicles
- Keep track of all fuel purchase and mileage for fleet vehicles
- Monitor and report any safety issues with fleet vehicle
- Coordinate the use of fleet vehicles for company employees
- Develop and implement policies and procedures related to the use of fleet vehicles
- Prepare reports on the status of the fleet and submit to management as needed
- Investigate and resolve any complaints or problems related to the use of fleet vehicles

### Freight Forwarder

PREMIER EXPRESS CARGO AND LOGISTICS, DOHA-QATAR  
(05-01-2023 to 04-10-2023)

- Prepare Airwaybills, shipping Bills & Bill of entries.
- Handle operations of all carriers Sea, Air, Road, and arrange exports.
- Preparing cargo sales report statements.
- Customer support and follow-up for smooth shipping operations.
- Maintain proper records for payables and other relevant files.
- Provide shipment information to customers.
- Monitor freight conditions, delivery status and customer concerns.

## **Transport coordinator**

MOBILITY CAR RENTAL (Europcar)

Two months contract, (01-11-2023 to 31-12-2023)

- Assist visitors in Airport and arrange transportation
- Monitor all fleet related issues and report to transportation manager and supervisor.

## **Accountant**

TRIEAST TRADING LLP, VADAKARA, KERALA, INDIA

(15-10-2021 to 15-08-2022)

- Maintaining financial records.
- Processing accounts payable and receivables.
- Preparing sales invoices, bank reconciliations.

## **Office Assistant**

MALABAR INSTITUTE OF DISTANCE EDUCATION AND  
STUDY ABROAD, CALICUT, KERALA, INDIA

(01-06-2020 to 30-07-2021)

- Created and maintained databases, improving data accuracy and accessibility.
- Interacted with customers by Phone, email or in person to provide information.
- Schedule and plan meetings and appointments.

## **EDUCATION DETAILS**

---

- **Bachelor Of Commerce**  
University Of Madras, Chennai, India
- **Higher secondary (commerce)**  
Higher secondary board, Govt. of Kerala
- **SSLC**  
Board of public examination, Govt. of Kerala

## **COURSES AND CERTIFICATES**

---

- Virtual interactive business experimental system (VIBES)
- Certificates in Tally Prime, Peachtree, Tradeasy & Quickbook accounting software.
- Certificates in Business Logistics, (material management, Warehousing & Inventory, exports procedures, commercial shipping, multimodal transportation)