

# CURRICULUM VITAE



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398  
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157, 167, 177, 187, 197  
197, 207, 217, 227, 237, 247

## OBJECTIVE:

To achieve theoretical and practical knowledge of business management and to be able to gain proficiency in other related disciplines.

## SKILLS:

- Well-versed in Microsoft office package including Microsoft Word, Microsoft Excel, Microsoft Access , Microsoft PowerPoint.
- Adequate knowledge of Internet, intranet applications.
- Communication skills, Research skills, Organization skills
- Knowledge of Visual Basic and Oracle

### **Work Experience:**

- **Qatar stars league 2015:** Served as a volunteer during qsl football matches. Tasks handles were:
  - Receiving spectators and guiding them to the correct locations
  - Answering any queries relating to the work, venue of the football match and useful information's
  - Handling the crowd near the gates
- **Run the world festival 2012:** Served as Registration Staff during run the world festival 2012. Tasks handled were:
  - Receiving the guests and volunteers
  - Directing guests to the festival venue and other locations
  - Preparing the time sheet

### **EDUCATIONAL QUALIFICATIONS:**

- **Ideal Indian School**
- Doha, Qatar
  - All India Secondary School Examination (AISSE)
  - Completed in 2013