



SUHAIL K.B

Office Assistant

+971 0583003971

suhailkb49@gmail.com

Dubai, United Arab Emirates

SKILLS

TECHNICAL & OFFICE SKILLS:

- Document Control
- Filing & Recordkeeping
- MS Office (Word, Excel)
- Administrative Support

SOFT SKILLS:

- Communication
- Time Management
- Leadership
- Team Collaboration
- Problem Solving
- Organizational Skills

ADDITIONAL:

- Excellent Driving Record
- Road Safety Awareness

EDUCATION

- Higher Secondary Certificate
- SSLC (Secondary School Leaving Certificate)

LANGUAGES KNOWN

- English
- Arabic
- Hindi
- Malayalam

PROFILE

Experienced Office Assistant and Document Controller with over 3 years of experience in administrative support, document management, and logistics coordination. Skilled in maintaining organized filing systems, supporting cross-functional teams, and ensuring document accuracy. Holds a valid Qatar Driving License with excellent road safety awareness.

WORK EXPERIENCE

Office Assistant | Pearl Real Estate, Doha, Qatar | 2020 – 2024

- Managed and controlled the flow of documentation for ongoing projects and office operations.
- Registered, sorted, and distributed incoming and outgoing documents efficiently.
- Maintained a centralized filing system for easy document retrieval and archiving.
- Tracked versions and revisions of project documentation to ensure accuracy.
- Supported project teams with timely updates and distribution of key documents.

Personal Driver | Private Service, Qatar | 2017 – 2019

- Transported individuals safely to scheduled destinations with punctuality.
- Planned and executed optimal routes considering traffic and road conditions.
- Performed routine vehicle checks to ensure safety and performance.

PERSONAL DETAILS

- **Date of Birth:** 24-06-1993
- **Gender:** Male
- **Nationality:** Indian
- **Marital Status:** Married
- **Passport No:** Y6707811
- **Passport Issue Date:** 27-08-2023
- **Passport Expiry Date:** 26-08-2033
- **Visa Status:** Visit Visa (UAE)

LICENSE DETAILS

- Qatar Driving License
- **License No:** 29335605603
- **Expiry:** 15-01-2030

DECLARATION

- I hereby affirm that the information provided is true to the best of my knowledge.

SUHAIL K B