



SHABIEB SIDHIK

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EXECUTIVE SUMMARY

Admin and Operations professional with 6+ years of experience in the automotive industry - Qatar. Expertise in Payroll (WPS), Data entry, Inventory and Administrative support. Proficient in MS Office and dedicated to enhancing operational efficiency through meticulous data management and reporting.

EXPERIENCE

ADMIN & OPERATIONS | ALMOHTASEB AUTOMOTIVE SERVICES | DOHA QATAR | NOV 2018 – JULY 2025

- Executed mandatory monthly Payroll (WPS) processing, ensuring timely and compliant staff salary disbursement.
- Oversaw comprehensive inventory for oils and spare parts, maintaining optimal stock levels to support operations.
- Generated vouchers, estimates, invoices, and receipts.
- Daily administrative duties including filing, data entry, and documentation.
- Prepared various detailed reports for senior management, supporting data-driven decision-making.
- Served as a service advisor and primary point for customer and supplier communication, managing reception.
- Schedule and manage service appointments effectively.
- Prepare Job cards, service request and maintain accurate customer records.
- Coordinate with the workshop, parts department and technicians to ensure timely job execution.
- To ensure high customer satisfaction and support aftersales activities, I will manage all customer communications regarding service progress, approvals and delivery times, while handling follow ups and addressing or escalating any concerns.

ADMIN ASSISTANT | CONCORD TRADING & CONTRACTING | DOHA QATAR | JAN 2018 – OCT 2018

- Handle day-to-day administrative such as filing, data entry, scanning and documentation.
- Handle front desk responsibilities.
- Coordinate with internal departments and external vendors.
- Manage office supplies and ensure smooth office functioning.
- Handle customer inquiries professionally (phone/email)

OPERATION SKILLS

- Inventory Control - Record Keeping
- Customer Handle - Microsoft Office

EDUCATION

- BCA [Bachelor Of Computer Application] Calicut University
- High School Vidya Vihar Central School – CBSE

PERSONAL DETAILS

- Date of Birth : 12/07/1990
- Nationality : Indian
- Marital Status : Married
- Visa Status : Transferable
- Languages : English, Arabic [Basic], Hindi [Basic], Malayalam [Native]