

# MOHAMMED MUSTHAF A

## Senior Executive Assistant IT Leadership Professional



### PERSONAL SUMMARY

Highly experienced Senior Executive and IT Leader with 15+ years of experience supporting top-level leadership at Al Rayyan Corporation, including direct responsibility for executive operations, enterprise IT infrastructure, and multi-company digital services. Trusted advisor to the Chairman (Qatar Royal Family member) with a proven record of managing confidential matters, complex logistics, and mission-critical IT systems.

Combines executive decision support, operational leadership, and hands-on technical expertise across Linux servers, cloud platforms, network security, and business applications. Known for discretion, reliability, and the ability to align technology with business and leadership objectives.



+974 50933133



musthafa@arikkalath.com



Zone 53, Street 280



New Rayyan, Qatar

### EDUCATION

SSLC	2001- 2002
Board of Public Examination - Kerala, India Secondary School Leaving Certificate	
AFZAL-UL ULAMA	2004 - 2007
Farook College - Affiliated by Calicut University - Kerala, India	
Bachelor Degree Equivalent to BA Arabic	
MCP, MCSE, MCSA	2008 - 2009
Microsoft Certified System Engineer - MCP ID : 6883426	
CCNA	2008 - 2009
Cisco Certified Network Associate	

### AREAS OF EXPERTISE

- Procurement & Vendor Management
- Logistics & Shipment Coordination
- Stock & Inventory Management
- Server Administration (Linux)
- Network Security & Management
- Web Design & Development
- Data Backup & Recovery
- Troubleshooting & System Diagnostics



### SKILLS

#### Languages



- ❖ Well Versed in English and Arabic both verbal and written.
- ❖ Other languages : Hindi, Urdu and Malayalam.

#### Technical Skills

- ❖ Exchange Server & Client Management
- ❖ Cloud Services
- ❖ HTML, CSS, JavaScript, WordPress
- ❖ Docker Management.
- ❖ Tailoring Server Apps



### PERSONAL PROFILE

► Nationality	:	India
► Sex	:	Male
► Age	:	40
► Religion	:	Islam
► Date of Birth	:	15/12/1985
► Marital Status	:	Married
► Driving License	:	Qatar / India

