

# 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.



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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



### PROFESSIONAL EXPERIENCE

#### SENIOR EXECUTIVE ASSISTANT & IT OPERATIONS LEAD AL RAYYAN CORPORATION W.L.L - DOHA, QATAR

Provide integrated executive leadership support and IT operations oversight across a group of companies under the Al Rayyan Corporation.

- Executive partner to the Chairman and IT Head managing confidential communications and decision support.
- Lead international procurement and logistics operations, sourcing luxury and high-value assets globally and coordinating secure delivery to Qatar.
- Oversee VIP travel and mobility operations, including private aviation, first-class travel, visas, and global chauffeur services.
- Set up and Manage enterprise IT infrastructure, including Linux-based servers
- Govern network security, VLANs, and monitoring systems.
- Govern cloud platforms and identity access, managing users, roles, and permissions across hosting environments.
- Manage domains, cloud platforms, access control, and corporate websites.
- Lead web design and development initiatives (HTML, CSS, JavaScript, WordPress) to support brand and business growth.

### 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

