

Md.Noor Nadaf

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E-Mail: mdnoornadaf65@gmail.com

Doha, Qatar

**Profile**

Dedicated and dependable Car, Pickup and Mini Van Driver with excellent record of customer satisfaction. Stickler for punctuality and safety. Established history of completing driving jobs through various kinds of territory at various lengths.

PROFFESONAL EXPERIENCE

As a Car & Van Driver.

8/1/2019 – Present

Professional Builder Trading and Contracting WLL

Doha Qatar

As a Car Driver and Store Coordinator

8/1/2016 – 7/1/2018

Dabur Nepal Ltd.

Kathmandu Nepal

Role and Responsibilities

- ✓ Thorough knowledge of automobile and equipment safety
- ✓ Ability to work long shifts up to sixteen hours.
- ✓ High flexibility in scheduling including nights weekends and holidays
- ✓ Excellent driving ability even in poor weather conditions
- ✓ Good availability for assignments on short notice
- ✓ Good problem-solving and analytical skills
- ✓ Strong interpersonal and client service skills
- ✓ Performed pre- and post-rental checks on vehicles and submitted appropriate forms to dispatcher
- ✓ Maintained clean exteriors and interiors of rental vehicles.
- ✓ Reported all maintenance and other problems to management.
- ✓ Assisted customers with payment and insurance processes
- ✓ Upheld all safety precautions and regulations.

- ✓ Performed daily maintenance and safety checks
- ✓ Kept daily pick-up records

Areas of confidence

I can perform in construction industry.

- ✓ Store Department /Transport Department /Accounts-Finance Department etc.
- ✓ Documentation and record-keeping and coordinate payroll department
- ✓ Time Keeper

CERTIFICATIONS

- ✓ Institution of Occupational Safety and Health-*Managing Safely* (IOSH)
- ✓ Completed Certified Safety Officer Course

Academic Qualifications

- ✓ High School (SLC) Passed from Shree Ram Narayan Ajodhya UchhaMa.V. Mahottary , Nepal- 2015

Technical skill-Diploma in Computer science

- ✓ MS-World '2003/XP
- ✓ MS-Excel '2003/XP
- ✓ Window (2003,XP) and MS-DOS
- ✓ Fundamental and Multimedia
- ✓ E-Mail and Internet

TRAINING ATTENDED

- ✓ Hazard Identification and Risk Assessment
- ✓ Work at Height Training
- ✓ Hot work

Personal Profile

Date of birth	:	09 October 1995
Nationality	:	Nepalese
Marital Status	:	Single
Religion	:	Muslim
Passport No	:	PA1284214
Date of expiry	:	10/07/2028
Place of issue	:	Jaleshwar Mahotari (NEPAL)
Qatar ID No	:	29552440983
Date of Expiry	:	10/10/2023
Language Known	:	Nepali, English, Hindi, and Arabic

Present Address : Umm Salal Mohammed-Doha Qatar
Cell No : +974-60048874/31230474
Qatar driving license : **Validity up to 2025/01/19 for light vehicle**
Visa Status : Work Visa (Transferable With NOC)
Availability : Upon request
E-Mail Address : mdnoornadaf65@gmail.com

Declaration:

I hereby declare that statements cited above are correct to the best my knowledge and belief. I also understand that any discrepancy found in the above information will liable for cancellation of candidature.

MD NOOR NADAF
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