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Country: Nepal

## EDUCATION

### Enertech Qatar

H2S/BA | January 2023

Defensive Driving | January 2022

TBOSIET | December 2021

### Adarsha Secondary School

Completed in 1997, 10th pass grade

## SKILLS

- Safe Driving
- Route Navigation
- Vehicle Maintenance
- Time Management
- Problem-Solving
- Communication
- Attention to Detail
- Customer Service
- Adaptability
- Hazard Awareness

# Santosh Kumar Sarki

DRIVER

## PROFILE

A devoted and safety-conscious driver who is committed to preserving vehicle integrity, following traffic regulations, and always giving excellent customer service.

## WORK EXPERIENCE

### Driver

NSW (Halul and Doha) | 2015 - Present

- Responsible for safely transporting crew to and from airport ensuring timely arrivals and departures, to government offices for finger printing, and for medical examinations
- Quickly identify and resolve any challenges or obstacles encountered during transportation
- Collaborate with other shipping team members, including senior staff and supervisors, to ensure smooth operations and efficient delivery processes
- Routine delivery of documents and parcels
- Conduct routine checks on vehicles to ensure they are in optimal working condition.

### Driver, Cleaner and Security Staff

OTS | 2011 - 2013

### Driver

- Safely operate vehicles to transport passengers or goods to their destinations
- Plan and follow efficient routes
- Perform routine vehicle inspections
- Keep the vehicle clean and well-maintained
- Report any vehicle defects or malfunctions to the appropriate authorities
- Maintain accurate records of mileage, fuel consumption, and trips made
- Provide excellent customer service to passengers or clients
- Handle any unforeseen situations or emergencies calmly and responsibly.

## LANGUAGES

- English: Proficient (spoken, written, and reading proficiency)
- Hindi: Fluent (spoken, written, and reading proficiency)
- Arabic: Basic (spoken)

## Cleaning

- Maintain cleanliness throughout the designated facility
- Dispose of waste and recyclable materials
- Restock cleaning supplies and toiletries
- Report maintenance issues and safety hazards
- Perform specialized cleaning tasks as assigned.

## Security

- Control access to the facility
- Conduct patrols and security inspection
- Respond to emergencies promptly
- Assist employees and visitors
- Document security incidents and activities
- Participate in training and development programs.

## Electronic Mechanic

*All Bahar | 2004 - 2007*

- Repair and maintain electronic equipment
- Install and set up electronics
- Replace faulty components
- Perform preventive maintenance
- Keep records of repairs and maintenance
- Provide troubleshooting support.