



## CURRICULUM VITAE

# MR. RAJAN KUMAR MANGMU LIMBU

Name: *Rajan Kumar Mangmu Limbu*  
Email Add: [rajanlimbu.07@gmail.com](mailto:rajanlimbu.07@gmail.com)  
Mobile Number: +977 9813608195

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Having Total **17+ Years Experience** as an **Office Assistant, Messenger cum Driver** in **Petroserv Limited**, Doha – Qatar.

### Career Objective:

To join a professionally managed Organization to offer my expertise and skills to the best of my abilities.

### EDUCATIONAL QUALIFICATION:

- ❖ Secondary Level.

### COMPUTER SKILLS:

- ❖ MS Office/Word/Excel
- ❖ Internet

### WORK EXPERIENCE:

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**July 2022 – November 2023** : Working as a Driver cum Messenger in **Petroserv Limited**, Qatar.

Name of Project	: Roads and Infrastructure Project in South of Al Meshaf – Package 07
Client	: Ashghal
Consultant	: Dorsch Qatar

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**January 2016 – July 2022** : Working as a Driver cum Messenger in **Petroserv Limited**, Qatar.

Name of Project	: Refurbishing & Upgrading Works for Various Pumping Stations (CP770)
Client	: Ashghal
Consultant	: Engicon Qatar

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**December 2011 – December 2016**: Worked as a Driver cum Messenger with Consultant on behalf of **Petroserv Limited**, Qatar.

Name of Project	: Refurbishing & Upgrading Works for Various Pumping Stations (CP729/2)
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Client : Ashghal  
Consultant : Parsons International

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**April 2010 – April 2011:** Worked as an Office Assistant with Consultant on behalf of **Petroserv Limited**, Qatar.

Name of Project : Al Azizia Area Drainage & Outfall (CP693)  
Client : Ashghal  
Consultant : iproplan Planners Co. Ltd;

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**September 2007 – April 2010:** Worked as an Office Assistant in **Petroserv Limited**, Qatar.

Name of Project : Water and Drainage Related Infrastructure Services for Central Training  
Camp Development at Sailiyah (F-303-01)  
Client : Qatar Armed Forces, Ministry of Defense

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**June 2006 – August 2007:** Worked as an Office Assistant in **Petroserv Limited**, Qatar.

Name of Project : Abu hamour Area Drainage – Phase 4  
Client : Ashghal

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#### **ROLES & RESPONSIBILITIES:**

- ❖ Delivery and collection of business related documents to various companies.
- ❖ Driving Directors for meetings.
- ❖ Taking staff for medical & visa stamping.
- ❖ Going to the Client Office for submission of documents.
- ❖ Distribution the documents to concerned discipline Engineers.
- ❖ Carrying the confidential documents to Core Team office.
- ❖ Scan/Filing the papers (Correspondence, Submittals, Letters, RFI, MIR) discipline wise in proper files.
- ❖ Operates office equipment such as printers/copy machines and performs other related duties as assigned.

#### **RELEVANT SKILLS:**

- ❖ Good coordination skills.
- ❖ Good Communication Skills.
- ❖ Hardworking, Positive attitude, Good judgment and Strong decision making skills.

#### **PERSONAL DETAILS:**

Name : Rajan Kumar Mangmu Limbu

Father's Name : Surya Kumar Limbu  
Permanent Address : Sadewa – Taplejung, Nepal.  
Date of Birth : August 14, 1987  
Nationality : Nepali  
Mobile Number : +977 9813608195  
Marital Status : Married  
Passport : 08021021  
Passport Expiry Date : November 02, 2024  
Driving License no. : 28752401955  
Languages Know. : English, Hindi & Nepali  
Email Address : [rajanlimbu.07@gmail.com](mailto:rajanlimbu.07@gmail.com)

Being a very honest and hardworking person I hope to receive a favorable reply from your end to prove my sincerity and ability to the maximum.

**Date:**

**(RAJAN KUMAR MANGMU LIMBU)**