

NAVANEETHAN NAVARETNAM

ADDRESS : Park House English School, P.O Box 22215, Doha ,Qatar
TELEPHONE : MOBILE - +97433194355
E-MAIL : Navaneethan169@gmail.com
SCHOOL ATTENDED : RAMA KRISHNA MISSION VIDYALAYAM
DATE OF BIRTH : 1984. 09. 02
GENDER : MALE
CIVIL STATUS : MARRIED

CAREER GOAL AND OBJECTIVE

- Goal** - To be a well-rounded individual
- Objective** - To improve my educational knowledge, gather experience and expand my skills and working exposure. Apart from career objectives as a dynamic individual I believe that the skills that I gained will be a good grounding for my future employment. I enjoy working as a team. I satisfy my abilities such as making decisions, having responsibility as hard working to achieve goals.

PROFESSIONAL QUALIFICATIONS

Institution	Course	Year	Status
VTC Technical College	Electronical Technician	2001	Completed

PROFESSIONAL EXPERIENCES

Organization	Duration	Designation
Park House English School	19 Months	Driver
AL Mukhtar Cleaning & Services	55 Months	Technician

Driver

Park House English School, Doha, Qatar

November 2018 - Present

- ✓ Driving Staffs daily to their desired destinations
- ✓ Maintaining the vehicle safe and clean
- ✓ Using navigation apps to determine the best route
- ✓ Map out driving routes ahead of time to determine the most expedient trip
- ✓ Pick up Staffs from the place and at the time they've requested
- ✓ Collect payments and issue receipts
- ✓ Assist Staffs with loading and unloading their luggage
- ✓ Listen to traffic and weather reports to stay up-to-date on road conditions
- ✓ Adjust the route to avoid heavy traffic or road constructions, as needed
- ✓ Ensure the car seats are clean and comfortable for all riders
- ✓ Schedule regular car service appointments and report any issues

Technician

AL Mukhtar Cleaning & Services, Doha, Qatar

September 2003 - March 2017

- ✓ Monitor and analyse electrical systems
- ✓ Test devices for improvement, safety, and quality control
- ✓ Update older electrical systems for changes, cost reductions, improvements, safety.
- ✓ Repair broken equipment and wiring
- ✓ Perform and analyse tests to track results and make improvements
- ✓ Work with builders and make recommendations
- ✓ Perform calibrations for wire placement and electronic components
- ✓ Participate in test runs and meet safety regulations
- ✓ Modify systems to be environmentally friendly

STRENGTH

- ✓ Excellent communication skills with capacity to relate and deal empathically
- ✓ Good listener, negotiator.
- ✓ Team player who has high time management skills and ability to prioritize tasks
- ✓ Self-motivated, proven ability to work with minimum supervision
- ✓ Risk oriented, service oriented and aware of customer value
- ✓ Able to cultivate positive rapport and nurture relationships by offering services beyond expectation
- ✓ Hard working, enthusiastic, dynamic, and notable interpersonal skills with PC skills and written skills.

SKILLS

- ✓ Computer knowledge on latest office package and windows operating systems.
- ✓ Proficiency in handling the keyboard.
- ✓ Speak Multilanguage Ex. (English, Tamil, Hindi, Sinhala)

I do hereby certify that above particulars furnished by me are true and correct for the best of my knowledge and belief in the event of my selection, I wish to carry out duties entrusted to me for your entire satisfaction and to my superior

Date:

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NAVANEETHAN NAVRETNAM