



CURRICULUM VITAE

MR. RAJAN KUMAR MANGMU LIMBU

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

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:

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

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

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)

Client : Ashghal
Consultant : Parsons International

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;

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

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

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

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 : PA2707766
Passport Expiry Date : November 02, 2024
Driving License no. : 28752401955
Languages Know. : English, Hindi & Nepali
Email Address : 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)