

Rajesh Kumar

Driver



Summary

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth..

Education

High School Diploma

from [Punjab School Education Board Mohali](#)

Apr 2003 – Mar 2004

Experience

Reliance Communion Chandigarh

from [MIS EXECUTIVE](#)

Jun 2007 – Aug 2015

Having Experience Of EXCEL with All Formulas (E.g. VLookup, Pivot Table Etc.) 1. Handle The 3 Circles Punjab, Himachal And Haryana And Flash The MIS Reports As Per Clients Requirements 2. Flash The Daily Basis Operation Reports Of The Collection To The Clients In Excel 3. Flash The Daily Revenue And Collection Reports To The Clients In Excel 4 Arrange The Schedule Of The Field Team And Make Their Salary And Expenses .

Mr. Valet Parking Solutions Qatar

from [Driver](#)

Apr 2016 – Aug 2023

Worked As Supervisor In Valet Company In Qatar Dealing With The Different Types Of Hotels, Mall And Hospitals Have 6.6 Years Driving Experience Also In Qatar With Valid Qatari Driving License Responsibilities:- 1. Handle The Team Of 40 Drivers As A Supervisor 2. Sign Their Timesheet On Daily Basis And Maintain Their Overtime Sheet For Salary Process 3. Make Their Schedule And Arrange Their Shift Timing As Per Clients Requirements 4. Resolve The Customer Complaint And Driver Issue .

Contact

Email:

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Phone:

+917696559753

DOB:

17.05.1984

Nationality:

Indian

Gender:

Male

Skills

Drive

★ ★ ★ ★ ★

Data entry

★ ★ ★ ★ ★

Data analysis (e.g., Excel, data visualization)

★ ★ ★ ★ ★

Customer service skills

★ ★ ★ ★ ★

Customer focus and service

★ ★ ★ ★ ★

Hard work and dedication

★ ★ ★ ★ ★

Honesty

★ ★ ★ ★ ★

Language

Arabic

English

