



Shankar Kumar Bishankhe

Light Driver

SUMMARY

A pleasant, young, and industrious professional possessing all-around training and experience in the Hospitality Industry. Ability to work as a team player combined with good communication skills and pleasing manners. Accomplishment in housekeeping and Driving willing to learn, improve, and innovate.

WORK HISTORY

APR 2019 - *LA Villa Hospitality, Doha, Qatar*

MAR 2023 OFFICE DRIVER AND BANK COORDINATOR

- Map out driving routes ahead of time to determine the most expedient trip
- Ensured that the company vehicle is always parked in areas that permit parking in order to avoid towing.
- Booked car wash and detailing services to maintain the interior and exterior cleanliness of the car
- Map out driving routes ahead of time to determine the most expedient trip
- Collected and distributed couriers or parcels among employees and opened and sorted emails.
- Monitored the use of equipment and supplies within the office.
- Maintained the relationship with the office to the bank in an efficient way.
- Handled Cash and Cheque Deposit.

FEB 2016 - *LA Villa Hospitality, Doha, Qatar*

MAR 2019 HOUSEKEEPING

- Ensured housekeeping departmental standards are followed
- Reported, turned in, and log all lost and found items
- Performed cleaning duties in all guest areas and the back of the house
- Followed departmental policies and procedures.
- Kept facilities and common areas clean and maintained.
- Vacuumed, swept, and mopped floors.

EDUCATION

APR 2011 *Shree Rastriya Higher Secondary School, Udayapur*

SCHOOL LEAVING CERTIFICATE

PROFESSIONAL SKILLS

STRENGTH AND PHYSICAL STAMINA



PROFESSIONALISM



COORDINATION



TIME MANAGEMENT



DELEGATION



KNOWLEDGE OF MAP CREATION SOFTWARE



GPS USE



GOOD COMMUNICATION SKILL



CONFLICT MANAGEMENT AND WORK ETHICS SKILL



LISTENING SKILLS, CUSTOMER SERVICE AND ORGANIZATIONAL SKILLS.



HAVING KNOWLEDGE ABOUT THE HIGHWAY CODE.



HAVING BASIC VEHICLE MAINTENANCE SKILLS.



Language Skills

Nepali



English



Hindi



Personal Information

Date of Birth 15-JAN-1995

Nationality Nepali

Marital Status Unmarried

Passport No BA0084947

Date of Expiry 18-JULY-2033

QID No 29552423508

Date of Expiry 18 JAN 2025

Contact



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PERSONAL STRENGTH

- Excellent communication skills.
- Good in Time Management and Teamwork
- Quick learner and Prioritizing task.
- Organized, Optimistic & Motivated
- Clam & Creative
- Adept in Technology.
- Flexibility, Adaptability, and Analytical.
- I am a Quick Learner & like to adopt new changes positively.
- All other qualifications the position justifies

DRIVING LICENSES

- Light Driving License issued by Qatar Government -date of issue: 2019-5-26 -date of expiry: 2029-4-16

DECLARATION

"I hereby declare that all the above-mentioned information is in accordance with fact or true up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars." -Shankar Kumar Bishankhe