

# ***CURRICULUM VITAE***

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## **Bikas Kumar Sah**

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Mobile: +974 66746573  
Type of Visa: Working

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### **CAREER OBJECTIVE:-**

- A Well Trained individual responsible in, Maintaining the office standard secretary, office admin And valet parking and house keeper. And office driver A hardworking individual that keep pushing so that the work would obtain a positive output and having the willingness to learn and able to multi-task. I have NOC any time available to join

### **EDUCATIONAL QUALIFICATION:-**

- Passed 10<sup>th</sup> from Shree Higher Secondary School, Bhaluwahi Nepal.
- Basic Knowledge of Computer.

### **AREA OF EXPERTISE:-**

- Special Office Boy for GM/Chairman.
- Messenger.
- Housekeeping Supervisor.
- Office Driver. With SALESMAN

### **SKILLS:-**

- Basic knowledge in Computer & Telephone Etiquette.
- Able to operate Fax, Scanner & Photocopier Machines.
- Knowledgeable in Housekeeping standard procedures.
- Having a good experience in banking works.
- Having a good experience making Arabic coffee's like Turkish etc.

- Organizing and keeping files and handling projects.
- Coordinating the maintenance and repair of devices for the workplace.
- Knowledge of office and management techniques.
- Knowledge of customer service methods and concepts.
- Good interaction abilities and professional personal display.
- Should be sincere, sincere, and trustworthy.
- Perform receptionist duties when needed

#### **WORK EXPERIENCE:-**

- Al Safar Limousine doha Qatar

My last work march 2024

- **Al-Hassan Electromechanical Co – Doha, Qatar.**

From June 2014 to Aug 2021

- **Enccor Engineering & Contracting Corporation – Doha, Qatar.**

From April 2013 to June 2014

- **Royal Wings Hotel and Apartments – Doha, Qatar.**

From 2010 to 2013

#### **ADDITIONAL DETAILS: -**

Date of Birth	:	22 <sup>nd</sup> April 1989
Dist.	:	Siraha
Nationality	:	Nepali
Marital Status	:	Unmarried
Languages Known	:	English, Hindi, Nepali and Some Arabic.
Qatar Driving License:		Light Vehicle Driver.
Passport No.	:	4506958

The information in this CV is true and accurate. I hereby authorize the party concerned to make inquiries in relation to the details provided in this document.

*\*Character References available upon request*