



2007: Bachelor of Art Degree    Kapilvastu Multiple Campus  
Taulihawa, Nepal

## PROFESSIONAL EXPERIENCE.

### **Dar Al Rayyan Trading and contracting w.l.l - DOHA, QATAR** **Jan 2013 – Sep 2015**

#### **Position: Camp Boss**

- Performs maintenance and repairs on camp facilities including plumbing, painting, carpentry, cleaning, and electrical duties.
- Employs and supervises staff.
- Plans menus, prepares food supply orders, and stores food.
- Makes arrangements for disposal of garbage.
- Assumes responsibility for checking in and out camp grounds and non-camp groups and maintenance of records.
- Inspects all facilities and collects breakage fees.
- Supervises and orients camp counselors.
- Assumes responsibility for maintaining standard first aid supplies.
- Maintains required health records to ensure proper payment of accident claims resulting from camp participation.
- Maintains liaison with medical doctors in the area.
- Assumes responsibility for weekly camp attendance summary, program evaluation, counselor evaluation, and other required reports.
- Assumes responsibility for collecting camp fees, depositing money in the bank, and keeping accurate financial records.
- Assumes responsibility for security of camp facilities and camp personnel.
- Assumes responsibility for inventory and ordering of recreational equipment and supplies.
- Maintains liaison with forest service personnel.
- Aids in the evaluation of camp programs and personnel.

### **Dar Al Rayyan Trading and Contracting w.l.l - DOHA, QATAR** **Oct 2015 – Dec 2017**

#### **Position: Storekeeper**

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.

### **Dar Al Rayyan Trading and Contracting w.l.l - DOHA, QATAR** **Jan 2018 – Present**

#### **Position: PRO / WPS**

- Writing promotional material and press releases.
- Producing brochures, leaflets and videos.
- Organizing press briefings and news conferences.
- Attending or setting up exhibitions and conferences.
- Project-managing product launches.

## **JOB RELATED SKILLS**

- ❖ Bachelor's degree
- ❖ Considerable knowledge of mechanical, carpentry, building construction, and electrical skills.
- ❖ Knowledge of menu planning and food services.
- ❖ Ability to supervise the work of others.
- ❖ Ability to establish and maintain effective working relationships with adults, youth, and the general public.
- ❖ Ability to maintain financial records.
- ❖ Ability to operate and maintain grounds equipment.
- ❖ Ability to operate and maintain kitchen equipment.
- ❖ Ability to work independently.

**QID No: \_28352423647**

**QID Expiry Date: 08/01/2025**

**Passport No: 09259471**

**Passport Expiry Date: 29/10/2025**

## **Qatar Driving license**

**License No: 28352423647   Issue Date: 12/12/2023   Validity: 11/12/2028**

**Vehicle Type: CAR**

## **Declarations**

- I do hereby certify that the above information is true and correct with the best of my knowledge.

