

## SHYAM BIHARI YADAV

#### **Personal Information**

Gender: Male Marital Status: Married Nationality: Nepal Language: English, Nepali, Hindi, Arabic Email: <u>sbihari6@gmail.com</u> Mobile: (+974) 77230504

Doha Qatar

## **CURRICULUM VITAE**

## **CAREER OBJECTIVE:**

Graduate personnel looking to establish my career in Corporate world in a dynamic & competitive environment. To implement my knowledge & skills for the development of the Organization for which I am working & developing myself as hardcore professional..

## **SUMMARY OF OUALIFICATIONS:**

- Remarkable ability to understand and follow safety procedures.
- Interpersonal and presentations kills.
  - Able to identify problems and implement corrective processes.
  - Profound ability to resolve customer complaints and concerns
- Proficient in Microsoft Word, Access and Excel.

## **EDUCATIONBACKGROUND:**

2002: (School living Certificate Examination, Board) Kapilvastu , Nepal Second Division

2005: (Higher Secondary School Examination, Board) Govt. Higher Secondary School Second Division Lk.Lc Sakatpursabai Siddharth Nagar India

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.