

JESTIN RAJ

SITE INCHARGE COMES DRIVER

CONTACT NUMBER: +974 77986269

justinbeber119@gmail.com

Greetings!!

Efficient and reliable site incharge with more than 12 years of Almoayyed Commercial Services experience I willing to share my skills and knowledge. I am confident that you will quickly realize my ability to make major contributions to your company upon reviewing the enclosed resume.

A well-organized Fire proof painting supervisor skilled in construction. I am worthy of consideration. I am hard working individual, I respect my profession, where I handled multiple jobs simultaneously is a requirement. I enjoy doing challenges work to attain my goals.

Your company interested me and I would like the opportunity to discuss in person how my I could help your company to grow in the process. I am known as an individual who takes charge and responsibility in different challenging projects.

Thank you for your time and consideration. I am certain that I can be a contributing member of your organization.

I do hereby declare that particulars given below information are true and accurate to the best of my knowledge.

JESTIN RAJA



Mobile: 77986269

Email: justinbeber119@gmail.com

CAREER OBJECTIVE

Highly passionate, dedicated, hardworking, self motivated, and well experienced in the cleaning and hospitality industries with 12 years of related experience in Qatar. With an excellent management and leadership skills, capable of delegating task and making decisions, familiar with all standard in fire proof painting, practices, and processes.

EDUCATION

- ❖ GCE O/L – Don Bosco Technical College -2009.
Address:Colombo-Srilanka.

EMPLOYMENT

- ❖ October 2014 to Till Date
Almoayyed commercial services(Qatar)
Position: **Site- In Charge comes Driver**

Roles & Responsibility

- ❖ Ensures **cost-savings through proper use of vehicle** through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports.
- ❖ Ensures **provision of reliable and safe driving services** by a) driving office vehicles for the transport of the Head of Office, office staff, other high-ranking officials and visitors and delivery and collection of mail, documents and other items, and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required. Ensures that steps required by UN rules and regulations, as well as, Domestic Traffic Laws are taken appropriately in case of involvement in a traffic accident
- ❖ Ensures **proper day-to-day maintenance of the assigned vehicle** through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing, ensures the vehicle is kept clean etc.
- ❖ Ensures **availability of all the required documents/supplies** including vehicle insurance, vehicle logs (records trips, destination time, mileage, fuel consumption etc), office directory, map of the city/country, first aid kit, necessary spare parts in the assigned vehicle.
- ❖ Ensures that **all immediate actions** required by rules and regulations **are taken in case of involvement in accidents.**
- ❖ **Protocol:** Support to staff members and their dependants by processing requests for visas, identity cards and other documents in accordance with requirements of the United Nations and National Government
- ❖ Perform other official functions as per request

LANGUAGE

- ❖ English, Arabic, Hindi, Malayalam, Sinhala & Tamil

KEY SKILLS

- ❖ Work ethics and Time Management
- ❖ PPE in BICSc.
- ❖ Proven working experience as a Site in charge
- ❖ Attention to Details and Leadership
- ❖ Ability to handle heavy equipment and machinery

EXTRACURRICULAR ACTIVITIES

- ❖ Photography
- ❖ Playing Cricket

COMPUTER SKILLS

- ❖ DATA ENTRY

PERSONAL INFORMATION

Surname : WANNI UNNEHELAGE
First Name : JESTIN RAJA
Sex : Male
Date of Birth : 22TH JUNE 1993
Marital Status : Married
Nationality : Sri Lankan
Passport no : N9296862

DECLARATION:

I do hereby declare that particulars given above information are true and accurate to the best of my knowledge.

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(JESTIN RAJA)