CURRICULUM VITAE

**NAME: KAFEERO NOAH**

**PHYSICAL ADDRESS :** QATAR

**TELEPHONE : +97433427639**

**DATE OF BIRTH : 02-SEPT -1993**

**GENDER :** MALE

# PERSONAL PROFILE:

# Hard working and reliable Driver with excellent AUTOMECHANIC knowledge of inspecting and testing equipment, performing preventive maintenance work, engine tune-ups, oil change, tire rotation, filter replacement, tire change, wheel balance testing and good

# Excellent Driving SKILLS with customer service records.

# Available Day, evening’s weekends and holidays on short notice.

# Able to work well independently or as part of a team of valet drivers.

# I hold a Valid Qatar Driver’s license.

**DRIVING WORK Experience**

**Valet driver Company - QATAR**

Valet driver **2021 – Present**

Valet responsibilities include:

* Greeting guests of the establishment
* Assisting with unloading guests' luggage
* Parking cars safely
* Provided excellent customer service to our guests by parking and retrieving their vehicles as needed.
* Valet responsibilities include greeting guests, unloading luggage, and parking cars on behalf of our guests.
* Direct traffic in the parking area as needed and assist guests in entering and leaving the parking lot
* Answer guests’ questions regarding local attractions, hotel amenities, and other available services
* Collect and accurately label keys belonging to guests to ensure their proper return
* Park guests’ vehicles in predetermined areas within the parking lot while following all traffic laws
* Operate vehicles safely and responsibility
* Organize and file paperwork regarding guests’ vehicles and daily transaction

**Requirements and skills**

* Proven work experience as a Valet or similar role
* Neat appearance and upkeep of uniform
* Excellent customer service skills
* Proven experience as auto mechanic
* Excellent knowledge of mechanical, electrical and electronic components of vehicles
* Working knowledge of vehicle diagnostic systems and methods
* Ability to handle various tools (e.g. pliers) and heavy equipment (e.g. lift)
* Willingness to observe all safety precautions for protections against accidents, dangerous fluids, chemicals.etc
* Excellent physical condition

**SERENA HOTEL, KAMPALA**

**POSITION -Valet Parking Attendant AND AUTO Technician**

**08/2018 – 2021**

**RESPONSIBILITIES**

* To be noticeably positioned at entrances to provide parking assistance upon arrival, and departure of guest vehicles
* Assist Bellman in unloading luggage from vehicle upon arrival of guests and whenever necessary, help to bring the luggage into the hotel lobby
* Notifies higher level management of any suspicious or unusual activity and/or transactions in a timely manner
* Perform drive and park assignments per department policies and procedures
* Provides a high level of cleanliness on the driveway and hotel entrance
* Performs other duties as assigned
* Assists in fire alarms by fulfilling duties as outlined in the hotel fire response manual
*  Inspect vehicle engine and mechanical/electrical components to diagnose issues accurately
*  Inspect vehicle computer and electronic systems to repair, maintain and upgrade
* Conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity
* Schedule future maintenance sessions and advise motorists on good vehicle use
* Repair or replace broken or dysfunctional parts and fix issues (e.g. leaks)
* Provide accurate estimates (cost, time, effort) for a repair or maintenance job
* Keep logs on work and issues
* Maintain equipment and tools in good condition

## UMAR MOTOR GARAGE 2018 – 2019

**POSITION: MOTOR VECHICLE MECHANIC TECHNICIAN**

***Duties/Responsibilities:***

* Maintain vehicles, which may include a company’s fleet of cars, trucks, heavy equipment, tractor/trailers, and other motor vehicles.
* Performs routine and preventive maintenance including oil changes and tune-ups.
* Performs tests on specific parts and systems to ensure proper function.
* Identifies mechanical problems either visually or with computer diagnostic equipment.
* Examines critical parts and systems using a standard checklist.
* Repairs or replaces malfunctioning parts and systems such as brake pads, belts, water pumps, transmissions, and other mechanical parts.
* Plans and establishes timetable to complete repairs and maintenance.
* Visits job sites to inspect vehicles.
* Test drives vehicle to confirm safe and proper operation.
* Performs other related duties as assigned.

**Uganda Cargo deliveries Uganda 2016 – 2018**

**Position - DRIVER AND AUTO MECHANIC**

* Inspect vehicle engine
* Inspect mechanical and electrical components
* Diagnose issues timely and accurately
* Inspect vehicle computer and electronic systems
* Conduct regular maintenance work such as replacing fluids, lubricating parts
* Schedule future maintenance sessions
* Advise motorists on good vehicle use
* Offer our products and services
* Build relationships with clients
* Act as an advisor and give useful advices for car maintenance
* Bill services
* Maintain equipment and tools in good condition
* Map out driving routes ahead of time to determine the most expedient trip
* Pick up clients from the place and at the time they’ve requested
* Collect payments and issue receipts
* Assist clients with loading and unloading their luggage
* Listen to traffic and weather reports to stay up-to-date on road conditions
* Adjust the route to avoid heavy traffic or road constructions, as needed
* Answer clients’ questions about the area and local places of interest
* Ensure the car seats are clean and comfortable for all riders
* Book car wash and detailing services to maintain interior and exterior cleanliness of the car

**KID CARE SCHOOL 2010 – 02/2015**

**POSITION- ASSISANT DRIVER**

**RESPONSIBILTIES**

* Will provide the guest with detailed parking fees and clear explanation of valet benefits
* The individual will also be responsible for ensuring all guests arriving by vehicle on the front drive or departing from the main building are assisted
* Hand out valet tickets and perform damage inspections of all vehicles before parked
* Assist guests and patrons of the hotel with the parking and delivery of their vehicles
* Assists with responsibilities and duties in the absence or heavy volume in the areas of Bell Staff, Door Staff or Valet Parking Cashier
* Ensure smooth delivery of the vehicle
* Assumes responsibility for greeting and interacting with our guest in a friendly, courteous, responsive and accurate manner; and safely handles guests and patrons vehicles to ensure proper parking, securing and handling of keys

**Education**

* **I hold a VALID QATAR Driver’s license**
* **Diploma in Automotive mechanical engineering at YMCA Comprehensive institute - Kampala Branch in 2017**
* **Certificate in Motor vehicle mechanics at Buganda Royal Institute in 2015**
* **High school diploma**
* **PRETIGE DRIVING SCHOOL 2020; Attained driving permit class B in Kampala – Uganda**

**Skills**

* Solid knowledge of the location, and are able to evidence professionalism and adaptability
* Impeccable personal presentation with good communication skills
* A good knowledge of the local area
* Previous customer experience and ability to work effectively under pressure
* Good command of the English language
* Have the ability to demonstrate your unique personality and service style while achieving the brand standards that make us Four Seasons
* Be encouraged to demonstrate your professional passion
* Excellent customer service experience
* QATAR driver's license; driving record in good standing
* While performing the duties of this job, the employee is constantly sitting, listening, speaking, and paying attention to detail

# RESPONSIBILITIES

* Carefully drove and parked guest vehicles without causing traffic damage or obstruction.
* Ensured guest vehicles were locked and secure.
* Performed paging services as needed.
* Reported unusual events to management and security personnel.
* Upheld quality service standards for all performed tasks. Coordinated all activities with senior security personnel.
* Cleaned, professional and friendly appearance at all times.
*  Greeted and assisted them in and out of their vehicles as well as provide them with
* Instructions to where they needed to go.
*  Required a day standing, no sitting or leaning, and running to and from vehicles in the parking
* lot.
*  Assisted and being there for our clients at all times, our team.
*  Managed to help the hospital raise their satisfactory reviews to be one of the top hospitals in
* the country.
*  Provided exceptional service including valet for potential and returning customers.
*  Parked cars and filled out the ticket provided by our supervisors
* Assisted with transport operations tasks as required.

## *Physical Requirements:*

* Able to bend, stretch, kneel, and squat to perform repairs and inspections.
* Able to lift 50 pounds at times.
* Able to work safely in a noisy area with many odors present.

# HOBBIES AND INTERESTS

* + Reading Literature.
  + Working with the community/volunteering.
  + Watching Soccer
  + Socializing
  + Making new friends

# LANGUAGES

|  |  |  |
| --- | --- | --- |
| **Language** | **Spoken** | **Written** |
| English | Fluent | Excellent |
| Luganda | Good | Good |
| ARABIC | Good | Fair |

**DECLARATION**

**I KAFEERO NOAH**

Declare that the following given above information is correct and true of me