

CURRRICULUM VITAE

Name : **ENDALE LEMMA SITOTA**
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Address : **Doha - Qatar**



CAREER OBJECTIVE:

Looking for a challenging position where my creativity and experiences could be fully utilized and which will lead to further development in my career which finally will turn in the fruitful achievements for both me and my employer.

PERSONAL DETAILS:

Name : ENDALE LEMMA SITOTA
Gender : Male
Nationality : Ethiopia
Date of Birth : 28/11/1981
Marital Status : Married
QID No : 28123001836
Passport No : EP5511782
Valid up to : 19/10/2023

LANGUAGE SKILLS:

- English
- Arabic

PROFESSIONAL QUALIFICATION:

- **2015-2017: Qatar International Centre for Security and Safety**
 - Roles and responsibility of security personnel
 - Healthy, Safety and emergency responses
 - Communication and Customer Care
 - Firefighting and basic first aid
- **2014-2015: Security and Safety Training - International Security Gulf**
 - Guarding (Patrolling, Incident and report writing)
 - CCTV Monitoring, usage of fire extinguisher, Search, VVIP protection & Fire alarm response.
 - Customer Care and Public relation
 - Radio Communication and Call signs
- **2003-2006: Advanced diploma in Auto Mechanic**
 - 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 advice 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

WORK EXPERIENCES:

- Worked as **Light Vehicle Driver** for **Twelve (12) Years** with **ISC Company** at Doha-Qatar.
- Worked as **Fleet Coordinator** for **Four (04) Years** with **ISC Company** at Doha-Qatar.

SKILLS AND STRENGTHS

- Well Knowledge about routes of Doha, Qatar
- Navigation
- Communication and Coordination skill with other Personal skills.
- Relation with people of all stages and an honest associate.
- Ability to independently initiate and bring closure to matters within areas of responsibility.
- Confident in dealing with group of people and other nationalities.
- Problem solving and Supervising

DECLARATION:

The whole information given above is true and correct to the best of my knowledge.

ENDALEMMA SITOTA