

CURRICULUM VITAE

BIKAS KUMAR SAH



Address: Bin Mahmoud, Doha, Qatar

Email: bikas3320@gmail.com

Mobile: +974 66746573

Type of Visa: Resident Visa

Apply for: Driver

CAREER OBJECTIVE:-

- A Well Trained individual responsible in, Maintaining the office standard secretary, office admin and valet parking and house keeper. And office driver A hardworking individual that keep pushing so that the work would obtain a positive output and having the willingness to learn and able to multi-task. I have NOC any time available to join.

EDUCATIONAL QUALIFICATION:-

- Passed 10th from Shree Higher Secondary School, Bhaluwahi Nepal.
- Basic Knowledge of Computer.

AREA OF EXPERTISE:-

- Special Office Boy for GM/Chairman.
- Messenger.
- Housekeeping Supervisor.
- Office Driver. With SALESMAN

SKILLS:-

- Basic knowledge in Computer & Telephone Etiquette.
- Able to operate Fax, Scanner & Photocopier Machines.
- Knowledgeable in Housekeeping standard procedures.
- Having a good experience in banking works.
- Having a good experience making Arabic coffee's like Turkish etc.
- Organizing and keeping files and handling projects.
- Coordinating the maintenance and repair of devices for the workplace.
- Knowledge of office and management techniques.

- Knowledge of customer service methods and concepts.
- Good interaction abilities and professional personal display.
- Should be sincere, sincere, and trustworthy.
- Perform receptionist duties when needed

WORK EXPERIENCE:-

➤ **Qatar Energy (Office Messenger + Driver)**

From June 2024 to till date

➤ **Uber Driver Doha Qatar**

➤ From: June2021 to May 2024

➤ **Al-Hassan Electromechanical Co – Doha, Qatar.**

➤ From June 2014 to Aug 2021

➤ **Encor Engineering & Contracting Corporation – Doha, Qatar.**

From April 2013 to June 2014

➤ **Royal Wings Hotel and Apartments – Doha, Qatar.**

From 2010 to 2013

ADDITIONAL DETAILS: -

Date of Birth	:	22 nd April 1989
Dist.	:	Siraha
Nationality	:	Nepali
Marital Status	:	Unmarried
Languages Known	:	English, Hindi, Nepali and Some Arabic.
Valid Qatar Driving License	:	Light Vehicle Driver.
Passport No.	:	PA2792033
Expiry Date	:	15/05/2034
Place of Issue	:	Mofa Kathmandu
Qid No	:	28952420602
Expiry date	:	10/02/2025

The information in this CV is true and accurate. I hereby authorize the party concerned to make inquiries in relation to the details provided in this document.

**Character References available upon request*

BIKAS KUMAR SAH