

# SAROJ KUMAR SAH

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Doha Qatar



## OBJECTIVE:

Seeking a position to utilize my skills and abilities in a company that offers professional growth while being resourceful, innovative and flexible willing to work as a key player in challenging and creative environment.

## EXPERIENCE:

Company	Position	Duration
Mastro Qatar Co. Ltd WLL	Transport & Garage Coordinator cum Camp boss	May 2017 – Present
Doha Engineering	Assistant Electrical Storekeeper	June 2009 – March 2013

## DUTIES & RESPONSIBILITIES:

### ❖ Mastro Qatar Co. Ltd WLL (May 2017 - Present)

#### Transport & Garage Coordinator cum Camp Boss

- Manage and record traffic violations, accident reports, if required, coordinate with the traffic department in order to manage any accidents encountered by keeping relevant records and ensure vehicles are sent to the proper workshop to process the repairs.
- Coordinate with the traffic department on renewal of road permits to ensure timely processing of permits.
- Coordinate with the finance department for the petty cash for the renewal of road permits.
- Coordinate with procurement for the new vehicle requirements requests, needs of the user department and the replacement of vehicles based on the lease policy agreement.
- Coordinate with the legal department for the process of insurance for the vehicles and update the records accordingly.
- Ensure accurate, correct, and relevant information on the vehicles list/data.
- Facilitate the proper processing, handling and timely distribution of airside and vehicle passes and other necessary arrangement pertaining to airside area as per the company requirements.
- Coordinate with concerned departments to schedule and report any defect and ensure follow up until receipt of vehicle back for operation.
- Coordinate with concerned departments in providing information regarding vehicles before the expiring date to process the vehicle renewal.
- Independently manage and perform administrative tasks based on the set procedures.

- Ensure discipline in the camp and to follow company/camp policies.
- Report workers staying in the camp/not reporting to duty on daily basis to HR/Admin along with the valid reason on each case.
- Daily camp checking, staff total details, daily reports & monthly reports sent to HR/Admin Department.
- Handle allocation of rooms for new coming/vacating staff.
- Keeping updated records of all workers staying in accommodation.
- Responsible for the clearance of sewage water and garbage disposals.
- Handle immediate first aid and inform HSE/doctor in case of emergency.
- Report accident/incident of staff to HR/Admin Department for necessary immediate action.
- Ensures timely ordering and maintenance of inventory of all camp supplies, tools, and equipment necessary for the maintenance and operation of the camp facilities.
- Coordination with HR Admin. Dept. for new arrivals/departures, distribution of company letters, and medical schedule etc.
- Supervision for Housekeeping (cleaning of toilets, corridors, surrounding etc.)
- Arrange Pest Control.
- Monitor/checked firefighting system.

#### ❖ Doha Engineering (June 2009 – March 2013)

##### Assistant Electrical Storekeeper

- Ensure that the received item matches with the purchase order.
- Ensure the implementation of the Store policy, procedure and work instruction.
- Update all data required for the store regarding capacity, storage condition and expiration dates.
- Maintain the asset report.
- Follow up on material requisitions from procurement department.
- Control of asset maintenance if required.
- Arranging materials as per site requirement.

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## SKILLS:

- Attention to details.
  - Good computer skills and the ability to learn how to use software quickly.
  - Problem-solving abilities
  - Communication skills
  - Time management and Organizational skills
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## EDUCATION:

- 10<sup>th</sup> from Nepal Board

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## PERSONAL DETAILS:

- Date of Birth : 18/01/1989
- Marital Status : Married
- Nationality : Nepal
- Passport : 09684864
- Driving License : Yes (Light Driving License)
- DL Validity : 20/07/2027
- Gender : Male
- QID. No. : 28952445895
- Language : English, Arabic, Hindi & Nepali

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## DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge.



State of Qatar  
Ministry of Interior  
Traffic Department

دولة قطر  
وزارة الداخلية  
إدارة المرور



## DRIVING LICENSE

رخصة سوقي

28952445895

الرقم الشخصي



الاسم سروج كومار ساه

NAME SAROJ KUMAR SAH

NAT. NEPAL

الجنسية نيبال

DATE OF BIRTH 1989-01-18

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2017-05-07

ت. اول إصدار

VALIDITY 2027-07-20

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform  
يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

Authorized Vehicles	المركبات المصرح بقيادتها	Notes
EXCAVATOR حفار	MOTOR CYCLE دراجة نارية	نظارة طبية Glasses
CRANE كرين	CAR سيارة خفيفة	عدسات Lenses
LOADER شيلر	BUS حافلة	أوتوماتيك Automatic
FORKLIFT رافعة شوكة	MED. TRUCK شاحنة متوسطة	احتياجات خاصة Handicaps
OTHER أخرى	TRAILER قاطرة ومقطورة	أعالة سمعية Hearing Usability
		التبرع بالأعضاء Organ Donation

Licensing Authority سلطة الترخيص

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## State Of Qatar Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 28952445895

الرقم الشخصي

D.O.B: 18/01/1989

تاريخ الميلاد

Expiry: 19/02/2025

الصلاحية

نيبال

الجنسية

Nationality: NEPAL

Occupation: سائق

المهنة

الاسم: سروج كومار ساه

Name: SAROJ KUMAR SAH

Passport Number: 09684864

رقم جواز السفر

Passport Expiry: 29/03/2026

تاريخ انتهاء الجواز

Serial No: 30928952445895

الرقم المسلسل

Residency Type: عمل

نوع الرخصة

Employer: شركه ماسترو قطر المحدوده

المستقدم

مدير عام الإدارة العامة للجوازات  
General Director of the General Directorate of Passports

توقيع حامل البطاقة  
Holder's signature

