

Jay Kishor Singh

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Current Location: Doha, Qatar

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OBJECTIVE: -

Seeking a challenging, dynamic and responsible position where my abilities and potential can be fully and efficiently utilized, which offers opportunities of growth, to acquire more knowledge and skill.

WORK EXPERIENCE: -

More than 18 years of work experience as a PRO (Mandoob)/Admin Officer/Camp Supervisor with different multi-national and international companies and 4 years as Salesman.

09 Sep. 2011 to present
Company Profile:

Ammico Contracting Co. W.L.L Doha, Qatar

The company is specialized in foundation engineering & earthworks, design and installation of diaphragm wall and ground anchors, piled foundations, shoring of deep excavations, sheet piling, de-watering, jet grouting and ground improvement, rock cutting & filling, embankments, road works and site preparation works.

Designation:

Public Relationship Officer (PRO)/Admin Officer
Camp & Transportation Supervisor

Reporting to HR/Admin Manager

Job Description:

1. Visa Management: Arrange all types of visas for new employees.
2. Employee Onboarding: Coordinate medical checks and fingerprinting.
3. Vehicle Management: Handle vehicle insurance and maintenance.
4. Camp Supervision: Oversee maintenance of camps and villas for 500+ people.
5. Driver Management: Manage drivers for employee transportation.
6. Preparing PO in ERP and commercial invoice clearance.

Jan. 2010 to Jun 2011
Company Profile:

Nav Baharat Fertilizer Company, Birgang Nepal.

A leading Manufacturing company in Nepal. Specialized in fertilizer manufacturing.

Designation: Salesman
Reporting to Sales Manager

Job Description: Marketing for sale of fertilizer to different villages to the farmers of that area and delivered the product to them and collection of money from them.

April. 2006 to Feb 2009
Company Profile: **Al Salama Radiator Factory, Jeddah KSA.**
A leading Manufacturing company in KSA. Specialized in manufacturing Radiator for Cars, Generators and all types of Heavy Machinery.

Designation: Salesman
Reporting to Sales Manager

Job Description: Market survey for new customers as well as search for new markets. Delivery of products to the customers and collecting money from them and delivering to the office.

EDUCATION: -

I. Com (Commerce) 2003
Kabir Mahatma Yadunandan College, India.

HSSC 2000
Shree Bhanu Higher Secandry School.kisanpur Dhanusha Nepal.

SKILLS AND ABILITIES: -

Communication Skills:

Can speak English, Arabic, Urdu in very good manner.

Computer Skills:

Ms. Office, Windows, Internet, email.

Market Knowledge:

A good knowledge of current market affairs related to his job.

Knowledge of Govt. Regulations:

Fully knowledge regarding Immigration, Labor depart and other government department and Qatari labor law.

Language: -

English, Arabic, Urdu, Nepali, Hindi.

Personal Information: -

Nationality: Nepal
Date of birth: 12 Dec. 1984
Marital Status: Married
Permanent Address: V.D.C. Umaprempur -5 (Nausay Bigha)
Driving License: Valid Qatar License