

# CURRICULUM - VITAE

## SHYAM BIHARI YADAV



### CONTACT

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### PERSONAL INFORMATION

Name : Shyam Bihari Yadav  
Religion : Hindu  
Date of Birth : 14/02/1983  
Gender : Male  
Nationality : Nepal  
Marital Status : Married  
QID No : 28352423647  
Expiry Date : 08/01/2026  
Passport No : 09259471  
Expiry Date : 29/10/2025

### LICENSE DETAILS

License No : 28352423647  
Expiry date : 11-12-2028  
License Type : Light Vehicles

### LANGUAGES

- English
- Hindi
- Nepali

### OBJECTIVE

Seeking challenging avenues where in my technical potential match the organization's growth and strength. To contribute for the achievement of organizational goals with betterment of my career prospect.

### ACADEMIC QUALIFICATION

- ❖ Higher Secondary Education.
- ❖ Basic Computer Course 8 months.

### WORK EXPERIENCE

COMPANY	WORK	PERIOD
DAR AL RAYYAN, QATAR	PRO, Delivery Driver	2012 to till now
AL MUKTALIF, QATAR	Office Assistant	2008 to 2012

### DUTIES AND RESPONSIBILITIES

- Handle office administrative tasks such as filing, photocopying, scanning, and data entry.
- Receive, register, and manage incoming and outgoing documents.
- Ensure accurate filing and easy retrieval of all project documents.
- Maintain confidentiality and security of sensitive documents.
- Prepare reports, logs, and document status updates for supervisors.
- Coordinate office activities to ensure smooth workflow.
- Maintain and update office records, reports, and schedules.
- Support management and staff with routine tasks and communications.
- Manage incoming and outgoing correspondence (emails, letters, documents).
- Assist in document control and project file organization.
- Maintain office supplies inventory and ensure availability.

### ABILITIES AND SKILLS

- Strong organizational and time management skills.
- Good verbal and written communication.
- Attention to detail and accuracy.
- Knowledge of document control systems or software.
- Ability to multitask and prioritize under pressure.
- Professional attitude and confidentiality.

### DECLARATION

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