Permanent Address

68/1 Jawahar Nagar, Ludhiana.

Pin: 141001 Punjab, India

Mohitkumarlpu.in@gmail.com

Computer Proficiency

Platforms:

Windows

Microsoft Excel

Microsoft Word

Internet Explorer

Power point

Share point

Microsoft teams

Outlook

Personal Data

Father's Name: Prem pal Singh

Date of Birth :15.10.1994 Nationality: Indian

Passport No : M5162316

Religion : HINDU

Marital Status: Single

Sex : Male

Hobbies

: Reading,

Badminton & Driving

Languages Known

{1} English

Reading: A

Writing : A

Listening: A

{2} Hindi

Reading: A+

Writing : A+

Listening: A+

{3} Punjabi

Reading: A+

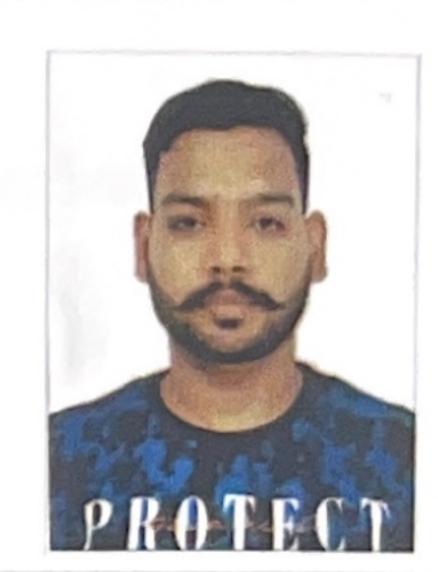
Writing : A+

Listening: A+

CURICULAM VITAE

MOHIT KUMAR

MOB. 30963391



Career Objective

Aim towards achieving the targets of institution by bets technical skills, to overcome the challenge in my duties. To attain the higher Growth and progress of institution and thus self, by striking the right balance between learning and doing, leading, and working with commitment, Zeal and Motivation.

Academic Background

Passed Higher Secondary (Punjab School Education Board) 2011 Passed B.A (Bachelor of Arts) From Panjab University 2014

Event Experience

- Amir Cup Final 2021
- FIFA Arab Cup Qatar 2021
- FIFA World Cup Qatar 2022

I have experience in all the above said events as Supervisor Roll.

Mobile Experience

Working With Samsung mobile India Pvt Ltd with 1.5 Year

Experience Summary

Experience:

➤ Working as Shift Support Agent (A) in Mowasalat, Qatar. From 12/07/2021 up to Present.

Duties and responsibilities

- Lensuring buses quality and delivering training drivers to maintain the company policy and standard.
- Foster Good Staff and Drivers relationship.
- Preparing and assisting the buses and drivers for any procedures that the officers required.

 Implementing and evaluating the planned action
- Maintaining all buses and drivers that are available for the smooth running of the Operations unit.
- Ensuring that all the rules and policies of the company are being applied
- Recording and reporting of the buses and drivers' status.
- Preparing reports and updating management daily, weekly, and monthly.
- La Driving license status monitoring and follow up with drivers
- Preparing Daily field inspectors report.
- Random field inspection
- Scheduling Shuttle and monitoring
- 4 All Outstation Accommodation Related issues.
- Complaint management (ECMS)- Investigating and take actions accordingly
- Conducting Alcohol Test and preparing reports.
- Rahhal monitoring and live tracking
- Retaining existing customer

Duties

➤ Worked as a Bus Driver & Truck Driver In libra Bus Service Privet LTD. Punjab, India (From 2017 to 2019)

Duties and responsibilities

- Finding a new customer
- Ensuring customer satisfaction
- Ensuring product delivery on time.
- Achieving targeted sale

Training conducted.

- Train your brain happiness.
- Communication skills training
- PowerPoint Essential Training.

STRENGTH:

Self-confidence, Hardworking, Good computer skills and teamwork ability skills, leadership skill, excellent customer care skills., Problems solving skills and communications skills.

DECLARATION

I hereby solemnly affirm that the foregoing details furnished are correct and complete of the best of my knowledge

Date: 05/07/2023

Place Doha, Qatar

(MOHIT KUMAR)