

### Permanent Address

68/1 Jawahar Nagar, Ludhiana.  
Pin: 141001  
Punjab, India  
Mohitkumar1pu.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  
Sex : Male  
Marital Status: Single  
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

- ✚ Ensuring 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.
- ✚ Driving license status monitoring and follow up with drivers
- ✚ Preparing Daily field inspectors report.
- ✚ Random field inspection
- ✚ Scheduling Shuttle and monitoring
- ✚ 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)