

RABIN KUMAR RAY

Street 973, Zone 16, Doha, Qatar

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Personal Details

Date of Birth: 26 August 1994

Nationality: Nepal

Gender: Male

Visa Status: transfer Visa with valid QID(NOC Available)

Driving License: Qatar Light Vehicle (Manual)

Objective

Experienced professional with a strong background in data entry, inventory management, document handling, and professional driving. Skilled in submittal log maintenance, Microsoft Office applications, and accurate record-keeping. Seeking a position where I can contribute through my technical, organizational, and communication skills.

Work Experience

Taxi Driver

Karwa – Doha, Qatar

January 2024 – Present

- Transporting passengers safely and efficiently throughout Doha, including Hamad International Airport, Air Cargo zones, The Pearl, Lusail, and other major destinations.
- Providing excellent customer service, assisting travelers with luggage and offering route and destination information.
- Using GPS navigation and local knowledge to plan efficient routes and minimize travel time.
- Conducting daily vehicle checks and maintaining cleanliness to ensure a safe and comfortable passenger experience.
- Adhering strictly to Qatar traffic laws and Karwa operational standards.

Data Entry Clerk

SAK Trading & Contracting – Al-Gharafa, Qatar

December 2020 – September 2023

- Entered and updated project-related data, including technical and commercial submittal logs.
- Maintained accurate and organized filing systems for easy retrieval of submittals and



documents.

- Created Excel trackers for monitoring submittals, deadlines, and approvals.
- Used advanced Excel functions (VLOOKUP, Pivot Tables, formulas) for reporting and data analysis.
- Managed email communication via Outlook for coordination with project teams, consultants, and suppliers.

MEP Storekeeper

SAK Holding Group – Al-Wakrah, Qatar

March 2018 – August 2019

- Managed MEP materials and maintained real-time inventory records in Excel.
- Tracked material issuance and stock levels to prevent shortages.
- Coordinated with procurement for timely restocking and ensured compliance with safety standards.

Timekeeper

SAK Trading & Contracting – Al-Wakrah, Qatar

August 2015 – September 2017

- Monitored and recorded site employee work hours.
- Prepared daily time sheets and submitted reports to HR and payroll departments.
- Maintained accurate logs of overtime, absences, and shift rotations.

Education

Higher Secondary School in Computer Science

All India Council for Open Education – Delhi, India

July 2011 – July 2013

Skills

- Submittal Log Management
- Microsoft Office Suite (Excel, Word, Outlook)
- Excel Formulas, Pivot Tables, VLOOKUP
- Inventory Management & Stock Tracking in Excel
- GPS Navigation & Route Optimization
- Fast & Accurate Data Entry
- Timekeeping & Record Management
- Communication & Customer Service

Languages

- English
- Nepali
- Hindi
- Arabic (Intermediate)