

SURESH KUMAR YADAV

☎ +974- 30487504

✉ sureshyadav0456789@gmail.com

PERSONAL INFORMATION

Date of Birth : 18/11/1994
Gender : Male
Nationality : Nepalese
Marital Status : Single

LICENSE DETAILS

License No (Qatar) : 29452408491
Date of Issue : 08/10/2023
Date of Expiry : 07/10/2028
Type of Vehicle : Light

SKILLS

- Safe Driving & Punctuality
- Vehicle Maintenance & Navigation
- Effective Communication
- Customer Service
- Flexibility & Physical Stamina
- Leadership & Team Management
- Task Scheduling & Organization
- Training & Mentoring Staff

LANGUAGES

- English
- Hindi
- Nepali

SUMMARY

I am a highly motivated, articulated and hardworking person. I consistently strive to work to the best of my ability on my own or in a team to deliver professionally at all time. My key strength is communication both oral and written to relate with both workmates and clients.

EDUCATION AND QUALIFICATION

- School Living Certificate (S.L.C) from Nepal.

WORK EXPERIENCE

- Currently working as a Housekeeping Supervisor cum Driver at Aamal Services in Doha Qatar from 2013 to till now.
- Worked as a Salesman at Private Shop in India for 2 Years.
- Worked as a Salesman at Private Shop in Nepal for 2 Years.

DUTIES & RESPONSIBILITIES

- Vehicle Operation: Safely driving the vehicle to transport passengers or goods as required.
- Safely transport housekeeping staff or deliver cleaning supplies to various locations.
- Ensure company vehicles are well-maintained, clean, and inspected regularly.
- Assist with driving-related tasks such as pickups, deliveries, or guest transportation as needed.
- Oversee housekeeping staff, assigning tasks, and ensuring rooms and facilities are cleaned to standard.
- Inspect work areas and handle quality control to maintain cleanliness and hygiene.
- Train and mentor new housekeeping staff, ensuring proper procedures are followed.
- Monitor inventory of cleaning supplies and equipment, and reorder as needed.

PERSONAL STRENGTHS

- Strong attention to detail and organizational skills.
- Ability to work independently and as part of a team.
- Excellent time management and multitasking abilities.
- Good communication and customer service skills.

PASSPORT DETAILS

- Passport No : PA1618350
- Date of Issue : 27/04/2023
- Date of Expiry : 26/04/2033
- Place of Issue : Doha

DECLARATION

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

SURESH KUMAR YADAV