

Hemanta Katuwal

Doha

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To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment.

Personal Details

Eligible to work in Qatar: Yes

Industry: Other

Work Experience

Driver submitting a cheque (messenger/driver)

Middle East Dredging Company Q.S.C-Doha

August 2006 to Present

For the past three (9) years I have worked with two dominant dredging companies worldwide i.e. MEDCO (Middle East Dredging Company) and DEME (Dredging Environmental and Marine Engineering) in Qatar & UAE as Office Boy/Admin Assistant and involved in various areas of work in many projects, brief description of duties includes:

- * Disseminating details through phone, fax and e-mail.
- * Organizing and keeping files and handling projects.
- * Dealing with inquiries or needs from the visitors and workers.
- * Coordinating the maintenance and repair of devices for the workplace.
- * Assisting management personnel in wide variety of workplace responsibilities.
- * Training new personnel regarding the workplace office responsibilities, when needed.
- * Cooperating with workplace personnel to maintain proper connections and a friendly environment within the office.
- * Receiving and managing office supplies (Food, Stationery and other materials)
- * Managing day to day activities related to kitchen and pantry i.e. tea/coffee and other necessities serving to staff and guests.

Education

economy (high school)

himalaya english school-kathmandu nepal

Present

Certifications and Licenses

light qatar license car and motorcycel

Additional Information

TECHNICAL SKILLS

- * Knowledge of customer service methods and concepts.
- * Good interaction abilities and professional personal display
- * Should be sincere and trustworthy