

CURRICULUM VITAE

Abdul Salam Rain

Doha Qatar

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OBJECTIVE

Seeking new challenges in an organization that utilize my skills and offer opportunities of advancement, if you are giving me one chance as any suitable post your kind control. I will prove my abilities with hard work.

MAJOR DUITES & RESPONSIBILITIES

- ❖ Making Photo Copy, Xerox.
- ❖ Making Laminating Papers A3 & A4.
- ❖ Distribution Documents to Related Staffs.
- ❖ Scanning & Binding Papers A3 & A4.
- ❖ Cleaning Staffs tables, Mop & Wipe Office.
- ❖ Respectable Communication with all Staffs & Visitors.
- ❖ Maintain Kitchen & Materials keep a good way.
- ❖ Checking & Changing Cartridges, Cleaning Toner for Printers.
- ❖ Purchasing Kitchen Materials.

WORKS & EXPERIENCES

- Working as office boy at head office of Jefferson international trading & contracting,
- Company W.L.L
- Locations Aljaber Tower 4th floor Suite 401 & 404 P.O. Box 22628 Old Salata,
- National Museum Street Doha Qatar.
- Joyining date: 18/08/2016 to 16/08/ 2019

DRIVING EXPREINCE IN NEPAL

- Transported Office Staff From One Place To Another Place On Assigned Routes.
- Transported Building Materials Safely To Different Constructions Sites.
- Assisted Passengers In Securing Wheelchairs And Providing Other Mobility Service.
- Supported In Loading And Unloading Of Merchandise Performed Vehicle Inspections To Manage Preventive Maintenance.
- Maintained Driver Log Book.

- Driving License No- 02-04-00747927.
- Date of Issue- 14-Oct-2019.
- Date of Expiry- 13-Oct-2024.

EDUCATION QUALIFICATION

- ❖ S.L.C Certificate.

LANGUAGES KNOW

- English :Excellent
- Arabic :Good
- Hindi :Excellent
- Urdu :Excellent
- Nepali :Excellent

PASSPORT DETAILS

- Passport No : 07698176
- Date Of Issue : 30/7/2014
- Date Of Expiry : 31/07/2024

PERSONAL DETAILS

Name : Abdul Salam Rain
Date of Birth : 09/01/1996
Place of Birth : Nepal
Sex : Male
Marital Status : Single
Nationality : Nepalese
Religion : Islam/Muslim

DECLARATION

I hereby declare that all the details given above are true to the best of my knowledge and belief.

Abdul Salam Rain