SEAWORKS COMPANY





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TECHNICAL ASSISTANT QUESTIONNAIRE

SW/HRD/QTA/001.1 Issued on 15/01/2020		Date:					
Name:		■ Have Qatari Driving License?					
SN	DESCRIPTION		None	Familiar	Average	Good	Excellent
1.	Carry out Technical duties such as document processing, record keeping (Including data/ file management), and report compilation.		0	0		0	0
2.	Provide technical assistance to equipment operations.		0	0	0	0	
3.	Advanced PC skills and proficient in use of MS Office suite: Excel, Word, PowerPoint.					0	
4.	Read, Speak and Write English.					0	
5.	Experience to communicate effectively with different stakeholders.		0	0	0	0	0
6.	Taking minutes of meeting and consolidate information and report effectively.					0	
Remarks:							