

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.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Provide technical assistance to equipment operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Advanced PC skills and proficient in use of MS Office suite: Excel, Word, PowerPoint.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Read, Speak and Write English.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Experience to communicate effectively with different stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Taking minutes of meeting and consolidate information and report effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remarks: