

**Personal Information**

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| --- | --- | --- | --- |
| Birthday: | Sep 02, 1996 | |  |
|  |  |  |  |
| Nationality: | Indian |  |

Email: [gottam-395695@gulfjobseeker.com](mailto:gottam-395695@gulfjobseeker.com)

Address: Bar Dubai, Dubai, U.A.E

**Key Skills and Competencies**

* Good communication skills
* Loyal and trustworthy
* Quick in action
* Determined and responsible
* Teamwork relevance
* Cleaning and Maintenance
* Basic computer knowledge

***Gottam***

Office Boy / Assistant Helper / Messenger

**Career Objective**

To achieve professional excellence in any above mentioned field that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education.



**Personal Summary**

Skilled in managing office works, assisting employees in daily routine of organization. Easily motivated, confident, honest, and dedicated to my job. Excellent in providing comprehensive support to everyone, prioritizing work with the experience of 2 years in office assisting job.



**Work Experience**

Overall Office Boy – Regional Office (May 2017 – July 30, 2019)

Duties and Responsibilities:

* Provides outmost support to everyone
* Assists management personnel in wide variety of workplace responsibilities
* Maintains pantry cleanliness with proper hygiene
* Responsible for stationary and pantry inventory
* Scan, file and organize documents in accounts department
* Serves beverage to visitors and office colleagues
* Set up conference rooms for meetings
* Distributes documents to different departments
* Delivers and sends facsimiles / fax documents
* Maintains office cleanliness and supervise daily office cleaners
* Packs delivery parcels for courier dispatch
* Repairs small technical issues inside the office
* Open and lock all doors (morning and evening)

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| **Academic Achievements** | | **ITI Jagital –** | |  |
| Data Entry (Yr-2018) | |  |
|  |  |  |
| S.K.N.R Junior College | | Duties and Responsibilities: | |  |
| (Yr. 2012-2014) | |  |
|  |  |  |
| Commerce and Economics Civic | | • | Online data / document typing |  |
|  |  |  |
| Secondary in Jagilal | | • | Organizing Files and collecting data |  |
| • | Record Keeping with confidentiality |  |
| (Yr. 2011-2012) | |  |
| • | Scan / rename documents and print files |  |
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**Languages Spoken**

* English
* Hindi
* Telugu (mother language)

References available upon request

