

**DOHBIT**

**Email :** [**dohbit-397705@gulfjobseeker.com**](mailto:dohbit-397705@gulfjobseeker.com)

**Visa Status : Visit Visa**

**CAREER OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**PERSONAL DETAILS**

Date of Birth : 02 / 03 / 1997

Age : 23 yrs old

Gender : Male

Marital Status : Single

Nationality : Cameroonian

Language Known : English & French

**WORK EXPERIENCE**

**Office Boy / Cleaner**

Bamenda, Cameroon

2017 Sept – October 2019

* Monitoring the use of equipment and supplies within the office.
* Dealing with queries or requests from the visitors and employees.
* Coordinating the maintenance and repair of office equipment.
* Assisting other administrative staff in wide range of office duties.
* Collecting and distributing couriers or parcels among employees and opening and sorting emails. Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
* Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
* Make sure the office premise is clean
* Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc
* Perform and document routine inspection and maintenance activitie
* Carry out heavy cleansing tasks and special project
* Notify management of occurring deficiencies or needs for repair
* Make adjustments and minor repairs

**PROFESSIONAL STRENGTHS**

* Outstanding Communication Skills
* Excellent attenti0on to details
* Ability to work under pressure
* Positive attitude and strong sense of responsibility
* Physical mobility and stamina to do all tasks
* Ability to work independently
* Dynamic and easily adaptable

**EDUCATIONAL QUALIFICATION**

* GCE Advance Level
* GCE Ordinary Level

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

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