



# CHITTA MONDAL

## CONTACT

- 📍 UAE
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## PERSONAL DOSSIER

- **Nationality:** Indian
- **DOB:** 05/02/1997
- **Passport No:** N3669331
- **Expiry Date:** 05/10/2025
- **Visa Status:** Employment

## SKILLS

- **Honest**
- **Hardworking**
- **Polite**
- **Active Listening**
- **Attention to Detail**
- **Self-Motivated**
- **Flexible and Adaptable**
- **Multitasking Abilities**
- **Organizational skills**
- **Excellent communication skills**

## EDUCATION

Higher Secondary  
Higher Secondary Govt. School

## LANGUAGES

**Hindi:** Native language

**English:** B2  
Upper intermediate

**Arabic:** B1  
Intermediate

## PROFESSIONAL SUMMARY

**Dedicated Tea Boy with excellent experience.** Maintains professional appearance and demeanor and **expertly completes assigned tasks** with focus on quality. Dependable and quick-learning person with effective communication and organization skills. **Serves tea, coffee and refreshments** to guests and staffs with care and consistency.

## WORK HISTORY

**Tea Boy** 08/2022 - Current  
**Royal Catering Service LLC.**

- Preparing Tea & refreshments with it for staff & visitors.
- **Maintain cleanliness** of the office kitchen and common area/lunch room.
- **Making and serving tea and coffee** to guests and follow schedule of serving to the staff.
- Assist in office tasks i.e. **photocopying documents, meetings** and workshops, etc.
- Stay in office till the office is working and **perform other related duties as required.**
- Clean the office at the start of the day.

**Tea Boy** 02/2018 - 02/2022  
**Cleanco Trading Ilc.** - 4 Years Experience, UAE

- **Maintained cleanliness** of the office kitchen and common area/lunch room.
- **Made and served tea and coffee** to guests and follow schedule of serving to the staff.
- Assisted in office tasks i.e. **photocopying documents, meetings** and workshops, etc.

**Housekeeper** 02/2017 - 02/2018  
**Cleanco Trading Ilc.** - 1 Year Experience, UAE

- **Maintained clean, safe environments** for guests and staff, strictly following infection control policies.
- Maintained **well-stocked trolleys** with complete cleaning, linen and comfort supplies, enabling efficient room turnarounds between guests.
- **Replaced sheets, duvets and pillowcases** daily, maintaining spotless presentation standards.

**Wiring Technician Helper**  
**India** - 2 Years Experience

- **Installed and repaired electrical wiring**, systems, and fixtures in buildings.
- **Drilled holes and run new wires** through residential properties.
- Installed all of the wiring, circuits, and outlets needed to power lights, appliances, and equipment within a building.

**Concrete Products Machine Operator**  
**India** - 2 Years Experience

- **Minimised unexpected errors** to near-zero by controlling and **adjusting machine parameters.**
- Supervised flow of unprocessed minerals and stones from conveyors into machines for optimal results.
- **Maintained safe working environment** following safety standards and industry regulations.

**Cement Mixer Operator**  
**India** - 2 Years Experience

- **Operated concrete mixing machine** to mix dry cement, sand, gravel and water for making concrete or cement mortar.
- Using equipment to **measure the volume of concrete being produced**, such as a computerized device that weighs trucks before and after they are filled with concrete.