

# Mohammad Wajeeth

📍 Village ,Puranipet  
Mandal, Bheemgal  
District, Nizamabad Hyderabad Telangana  
Visa status \_visit visa  
☎ +919346742072  
@ wajeethmohammad@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the office assistant position at your company as advertised. With a solid background in customer service and a passion for I am confident in my ability to contribute to the success of your team.

Thank you

Sincerely

Mohammad Wajeeth,

CONTACT

Mohammad Wajeeth

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District, Nizamabad Hyderabad Telangana  
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OBJECTIVE

To secure a position which enables me to use my writing, organizational, and creative skills to make a positive contribution to the work environment and become an integral part of the company as its office assistant.

EXPERIENCE

07/03/2016 -  
25/01/2019

- Office Assistant  
Gulf Contracting Co Wll Doha Qatar,
  - responsible for a variety of tasks that help keep an office running smoothly. Some of the main pcontact for visitors, employees, and vendors.
  - contact for visitors, employees, and vendors
  - perform a range of administrative tasks, such as answering phones, managing email, and scheduling meetings.
  - Office assistants should have strong problem-solving skills.

11/08/2021 -  
03/10/2022

- Team leader  
Dussmann Gulf Ilc Dubai branch
  - Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc)
  - Perform and document routine inspection and maintenance activities.
  - Carry out heavy cleansing tasks and special projects.

01/11/2022 -  
12/09/2024

- Airline Ticketing Staff  
Almas Travels and Tour's (India)
  - Safety Measures.
  - Sales of Tickets.
  - Reservations Agent Skills.
  - Consumer Assistance Skills.
  - Audio-Visual Systems Skills.
  - Seat Assignment Skills.
  - Global Distribution Systems (GDS)

EDUCATION

2011

- Sri Saraswati Vidhya Mandir High school Bheemgal Nizamabad,  
Sr junior college Armor Nizmabad Telagana,  
85%

SKILLS

- Ms office Ms Excel out look Mail Internet Browsing Languages: English Hindi Urdu Telugu

REFERENCE

- Mohammad Wajeeth - Gulf Contracting Co Wll Doha Qatar,  
Office Assistant  
wajeethmohammad@gmail.com  
+919346742072