

DICKSON AWAITEY



Post Applied for:

GENERAL HELPER

CONTACT DETAILS

- +971 – 54 284 5934 (UAE)
- Email:
ibosskobby@gmail.com
- Dubai, UAE

PERSONAL DATA

- Name : Dickson Awaitey
- Date of Birth : 27-06-2002
- Sex : Male
- Nationality : Ghanaian
- Marital Status : Single
- Passport No : G4213935
- Issue Date : 02-06-2023
- Expiry Date : 01-06-2033
- Visa status : Employment Visa

LANGUAGES KNOWN

- English

Objectives:

I would like to join an Organization that is driven to excellence and promotes professional development based on employee's efforts, loyalty and work ethics. To have an opportunity to work with a reputed organization and expertise to grow, develop and advance with the organization

Educational Qualification:

- High School Graduated

Professional Experience:

- **Company** : HABU PROCESS FZCO - JAFZA
- **Designation** : General Helper
- **Location** : Dubai ,UAE
- **Duration** : Since 15-12-2023 to till date

Duties & Responsibilities

Assistance and Support:

1. Assist supervisors, colleagues, and other departments.
2. Provide general support for daily operations.

Labor Tasks:

1. Perform manual labor, lifting, and moving.
2. Assist with loading/unloading materials.

Cleaning and Maintenance:

1. Maintain cleanliness of work areas.
2. Perform basic maintenance tasks.

Administrative Tasks:

1. Assist with data entry, filing, and record-keeping.
2. Answer phone calls and respond to messages.

Errands and Deliveries:

1. Run errands for supplies, materials, or equipment.
2. Deliver documents, packages, or messages.

Customer Service:

1. Provide basic customer support.
2. Direct customers to appropriate personnel.

Safety and Security:

1. Report safety hazards or security concerns.
2. Adhere to company safety protocols.

Declaration:

I hereby solemnly affirm that all details provided above are true to the best of my knowledge and belief and that all the time, i shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.

DICKSON AWAITEY

