

CONTACT

THIRUNAVUKKARASU THAMPIMUTHTHU

📍 International City , Dubai
☎ +971567679746
✉ thirumuththu1996@gmail.com



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

October - 2022 -
Present

- **Office Boy**
China Civil Engineering Construction Corporation
 - Serve Tea and Coffee to Staff and office Visitor.
 - Clean office kitchen on daily basis.
 - Responsible for disposal of trash, waste, and other disposable material.
 - 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.
 - Damp dust furniture, light fixtures, window and bathrooms daily.
 - Wash windows as scheduled.
 - Use safety precautions in all housekeeping services.
 - The person must have a neat and clean personality.
 - Also be able to move outside office for any kind of task directed to him.
 - Job requires activeness, attentiveness and a responsible attitude.
 - Handling electronic files and papers.
 - Assists in menial office tasks required by the office staff.
 - Maintains the cleanliness of the office premises and kitchen.

EDUCATION

2015

- **BT/ PD/ KALUTHAVALAI M.V**
HIGH SCHOOL
5.0

SKILLS

- Patience and the ability to remain calm in stressful situations.
- The ability to work on your own.
- Customer service skills.
- To be thorough and pay attention to detail.
- Knowledge of public safety and security.
- Physical fitness and endurance.
- The ability to organise your time and workload.
- A desire to help people.

LANGUAGES

- English
- Tamil