



# HABIB ALI

## CONTACT

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📍 Abu Dhabi

## EDUCATION

MATRICULATION

Diploma

Microsoft Office

## LANGUAGES

- English
- Urdu
- Punjabi

## Objective

As an Office Boy, you can help to support the daily operations of an organization by helping to manage office supplies, equipment, files, and other clerical tasks. Additionally, you can provide general support to the staff and customers, run errands, and provide general help to keep the office running smoothly.

## Experience

Super Media Advertising Company 2019 to 2022

## Duties And Responsibilities

- 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.

## Technical Skills

- |                         |                            |
|-------------------------|----------------------------|
| ● MS Word               | ● Humane and respectful.   |
| ● MS Excel              | ● Calm under pressure.     |
| ● Data Entry            | ● Dedicated to excellence. |
| ● Organizational skills | ● Strong work ethic.       |