

MUBARAK THAIM

Nationality: Indian **Date of birth:** 25/11/2003 **Gender:** Male **Phone number:** (+91) 8200747740

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Home: PLOT NO 122 HARI OM NAGAR KIDANA KUTCH , 370201 Gandhidham (India)

ABOUT ME

PROFESSIONAL

WORK EXPERIENCE

Office boy

VANSH LOGISTICS AND CO [05/01/2021 – Current]

City: Gandhidham

Country: India

Objective:

Detail-oriented and proactive Office Boy with (3) years of experience in providing administrative support in diverse office environments. Proficient in handling office tasks efficiently and ensuring smooth operations. Seeking to leverage skills and expertise to contribute to the success of (VANS LOGISTICS AND CO)

Professional Experience:

Office Boy

VANSH LOGISTICS AND CO, GANDHIDHAM GUJARAT

05/01/2021 - Present

Managed office cleanliness and organization, ensuring a conducive work environment.
Assisted staff with various tasks, including photocopying, document delivery, and errand running.
Handled incoming and outgoing mail, including sorting and distributing packages.
Monitored and restocked office supplies, maintaining adequate inventory levels.
Supported meeting arrangements by setting up rooms and providing refreshments.
Coordinated with courier services for timely shipment deliveries.
Maintained office equipment functionality and arranged repairs when needed.
Collaborated with vendors for office maintenance and supply procurement.

Skills

Organizational Skills: Ability to maintain order and prioritize tasks effectively.

Communication: Good verbal and written communication skills to interact with colleagues and vendors.

Attention to Detail: Being meticulous in maintaining cleanliness and accuracy in tasks.

Time Management: Efficiently managing time to fulfill responsibilities promptly.

Multitasking: Capable of handling multiple tasks simultaneously and adapting to changing priorities.

Problem Solving: Resourcefulness in resolving minor office-related issues independently.

Team Player: Willingness to collaborate with colleagues and provide support as needed.

Tech Savvy: Basic proficiency in using office equipment such as photocopiers and printers.

Physical Stamina: Ability to perform physical tasks such as lifting and moving objects.

Reliability: Consistency in attendance and dependability in completing assigned tasks

EDUCATION AND TRAINING

SSC

SHREE C.L. PARIKH HIGH SCHOOL [12/07/2018 – 06/02/2020]

City: Amran Gujarat

Country: India

LANGUAGE SKILLS

Mother tongue(s): **Hindi**

Other language(s): **English**