



Narendhar Sangepu

Office Assistant

Career Objective

Seeking an office assistant position to utilize my skills and abilities to the fullest in the environment that offers professional growth which being resourceful, innovative and flexible, analyses my experience and sharpen my skills.

Work Experience

- **Office Assistant** **2021 to 2024**
EFS Facilities Service in Dubai
- ✓ Managed office supplies and inventory, ensuring adequate stock levels.
 - ✓ Assisted in scheduling meetings and maintaining calendars for team members.
 - ✓ Prepared and organized documents, reports, and presentations.
 - ✓ Responded to phone calls and emails, providing excellent customer service.
 - ✓ Coordinated travel arrangements and logistics for staff.
 - ✓ Maintained filing systems, both electronic and physical, for easy access to information.
 - ✓ Supported the administrative team in daily operations and special projects.
- **Office Boy** **2014 to 2020**
Imdaad Facilities Service in Dubai
- ✓ Provided general office support, including cleaning and maintaining office spaces.
 - ✓ Delivered messages and documents between departments and to clients.
 - ✓ Assisted in setting up meeting rooms and ensuring they were stocked with necessary supplies.
 - ✓ Managed incoming and outgoing mail and packages.
 - ✓ Helped with basic clerical tasks, such as photocopying and scanning documents.
 - ✓ Supported staff with various tasks, contributing to a positive work environment.

Education and Qualifications

- High school and higher secondary education (+2) in 2013.

Skills

- Organizational Skills
- Communication Skills
- Time Management
- Attention to Detail
- Technical Proficiency (Microsoft Office, Google Workspace)
- Customer Service
- Reliability
- Basic Administrative Skills
- Teamwork
- Adaptability
- Physical Stamina.

PERSONAL DETAILS

📞 **Mobile No:**

+971 565103176

✉ **E-mail:**

sangepunarendhar40@gmail.com

📍 **Current Address:**

Dubai Emirate, UAE

Date of Birth:

02/01/1992

Gender:

Male

Nationality:

Indian

Passport details:

No: Y8477013

Expire Date: 20/08/2033

Driving license:

No: 4636448, Dubai

Expire Date: January 2026

Visa Status:

Cancellation Visa

Languages

- ✓ **English: Good.**
- ✓ **Hindi: Fluent.**
- ✓ **Telugu: Fluent.**