



SHEIK ABDULLA

OFFICE BOY - TEAM LEADER

OBJECTIVE

Aspiring to involve and work in a challenging environment, living up to the expectations of my superiors and providing quality service to the company

WORK EXPERIENCE

office boy _ Team Leader


March 2019 _2022


- Participate Regular Meetings And Report Minutes To Director
- Welcome the visitors we rving Tea - Coffee, Attending phone calls and transfer to the correct staff members
- Filing , Recording, Scanning, Fax copy The Documents co ordinate The Courier
- Monitoring and managing stock of office supplies stationery and pantry supplies
- Inspiring the Team, Communicating Goals and work plans
- Making Decisions, Setting an Example, working in unison


EDUCATION

Syed Hameedha arts and science college

Bachelor of Computer Applications

 0523342678

 skaa5717@gmail.com

 31 street Deira Dubai

SKILLS

- Good communication skills
- Team work
- leader ship
- Photo graph
- Team leader
- Excel
- problem solved

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam