

Mohammed Alauddin Hazari

Post: Office Boy

Mob: +971 56 143 2630

Email: hazari.feni3900@gmail.com



Career Objectives

- ✓ To work with dedicated professionals in your firm or establishment where I can put the best of my abilities and past experience to improve organization objectives as well as management goals. I am hard worker team player.

Summary of Experience

- ✓ Knowledge of Hardware Consumable items plumbing & Electrical.
- ✓ Help customer find items in the store
- ✓ Provide customer with information about team about items
- ✓ Keep track of inventory

Work Experience

- ✓ 12 Years' experience as an Office work - UAE

Duties and Responsibilities

- ✓ Preparing Tea, Coffee, Office Cleaning
- ✓ Data Entry, Scanning, Documents Filling, & Telephone Attending,

Educational Qualification:

- ✓ HSC – Higher Secondary School Certificate – Bangladesh – 1993

Computer Knowledge:

- ✓ Oracle Application, MS Office - Excel, Word, Power Point, Email, outlook & Internet Browsing.

Training Course:

- ✓ Basic first AID & CPR from: STAR SAFETY & SECURITY CONSULTANCY - UAE
- ✓ Fire Marshal from: STAR SAFETY & SECURITY CONSULTANCY - UAE

Personal Details:

- ✓ Nationality : Bangladeshi
- ✓ Date of Birth : 01/05/1976
- ✓ Religion : Islam
- ✓ Language Known: English can Read and write - Arabic - Hindi - Urdu & Bangla
- ✓ Gender : Male
- ✓ Marital Status : Married
- ✓ Passport : A11752336
- ✓ Visa Status : Freelancer – Valid up to 26/01/2026

Strengths:

- ✓ Possess positive attitude, Responsible towards work
- ✓ Dedication and hard work, Willingness to learn.