
IMTHADULLA OFFICE ASSISTANT / BOY

Deira, Dubai

+971555415568 | imthadulladxb@gmail.com

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EDUCATION

- | | |
|-----------|--|
| 2009 | <ul style="list-style-type: none">• APG HSCE
HIGHER SECONDARY
A |
| 2009-2013 | <ul style="list-style-type: none">• MOUNT ZION COLLEGE ARTS AND SCIENCE
Bsc
A |

EXPERIENCE

- | | |
|-------------|---|
| 2016 - 2021 | <ul style="list-style-type: none">• OFFICE ASSISTANT / BOY
MODUNGULF BUILDING CONTRACTING LTD KUWAIT<ul style="list-style-type: none">◦ Overseeing clerical tasks, such as sorting and sending mail.◦ Keeping an inventory of office supplies and ordering new materials as needed.◦ Maintaining files.◦ Welcoming visitors to your office.◦ Answering phone calls.◦ Taking and delivering messages.◦ Ensuring the office runs smoothly. |
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SKILLS

- computer proficiency, organization, customer service, filing, data entry, telephone etiquette, and time management.
- Soft Skills: Communication. Organization.

LANGUAGES

- * English * Arabic * Hindi * Tamil * Malayalam

ADDITIONAL INFORMATION

DATE OF BIRTH : 06/07/1991

NATIONALITY : INDIAN

GENDER : MALE

RELIGION : ISLAM

MARITAL
STATUS : MARRIED

PASSPORT
NUMBER : W9609894

VISA TYPE : VISIT VISA

VISA EXP : JANUARY 20 2024

meeting to further discuss my experience would be a benefit for both me and your company. I can be reached by phone by calling 971555415568 or by sending an email to imthadulladxb@gmail.com

Sincerely,

Imthadulla