

Yasin Arafat

Office assistant / Office boy



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☎ 0545206142

📍 Abu Dhabi, UAE

🚩 Bangladesh

📞 784-1995-7884426-9

🎓 EDUCATION

High school standards

Dattapara degree College
Dhaka, Bangladesh

🧠 SKILLS

Communication skills ● ● ● ● ●

Computer skills ● ● ● ● ●

World, Excel, photocopy, print documents, control office file.

Documentation skills ● ● ● ● ●

Telephone skills ● ● ● ● ●

Data entry ● ● ● ● ●

Attention to Detail ● ● ● ● ●

Excellent verbal and written communication ● ● ● ● ●

Waiter ● ● ● ● ●

👛 PROFESSIONAL EXPERIENCE

Breeze trading and cleaning L.L.C

office assistant / Office boy

06/2020 – 09/2022 | Abu Dhabi, UAE

- Greeting and directing visitors.
- Answering and forwarding phone calls.
- Data entry and filing
- *Monitoring the use of equipment and supplies within the office.
- *Dealing with queries or requests from the visitors and employees.
- *Coordinating the maintenance and repair of office equipment.

Kent PCL Abu Dhabi

Office assistant / office boy

11/2022 – 04/2023 | Abu Dhabi, UAE

- Maintaining office operations of supplies and equipment.
- Picking-up and delivering items.
- Serving visitors.
- Maintaining supplies by checking stock to determine inventory levels.
- Filing corporate documents, records and reports.
- Handling income and outgoing mail.
- Preparing Documents.

Morning star facility service

Office assistant

07/2023 – present | Abu Dhabi, UAE

- Provide administrative support to executives, colleagues and client.
- Manage office supplies, order and track inventory.
- Organized files and documents, ensuring accuracy and compliance with office policies.

🌐 LANGUAGES

English ● ● ● ● ●

Hindi ● ● ● ● ●

Bangla ● ● ● ● ●

👤 PROFILE

To best utilize my knowledge and skills for the in your company besides to gain more experience and to improved myself in career enhancement and looking for new and competitive working environment