

ZAMEER KHAN MEHDI

Office Boy

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PROFILE

A highly reliable and efficient office assistant with good experience in providing exceptional support in office environments. Skilled in performing a wide range of administrative tasks including office cleaning, maintaining supplies, running errands, and supporting office staff. Known for excellent organizational skills, attention to detail, and the ability to manage multiple tasks efficiently. A dedicated team player with a strong work ethic and a positive attitude, ensuring the smooth operation of the office on a daily basis. Committed to providing excellent customer service and maintaining a clean and organized work environment.

WORK EXPERIENCE

Gopalan Arcade Mall

Sep 2022 – present | Bangalore, India

Procurement Assistant

- Ensure cleanliness and orderliness of the office by regularly cleaning workstations, common areas, restrooms, and conference rooms.
- Monitor and maintain stock levels of office supplies, including stationery, cleaning products, and kitchen items; reorder supplies when needed.
- Perform errands such as collecting and delivering documents, packages, and mail, both within and outside the
- Provide general assistance to office staff with tasks such as photocopying, filing, and preparing materials for meetings.
- · Assist with the maintenance and minor repairs of office equipment like printers, copiers, and kitchen appliances.
- Prepare and serve tea, coffee, and other refreshments to office staff and guests as needed.
- Sort and distribute incoming mail and packages; prepare outgoing mail for dispatch.
- · Assist in setting up for office events, meetings, and conferences, including arranging seating and equipment.
- Greet and assist visitors and clients, ensuring they are comfortable and directed to the appropriate staff or department.
- Ensure office areas are safe, tidy, and in compliance with health and safety standards.
- Provide support to the office manager with administrative tasks, such as organizing files and documents, assisting with inventory, and maintaining office calendars.

SKILLS

- Organization Skills
- Time Management
- Attention to Detail
- Basic Office Support
- Maintenance and Housekeeping

- Customer Needs Assessment
- Health and Safety Awareness
- Communication Skills

LANGUAGES

English Hindi

Urdu Kannada

PERSONAL DETAILS

• Marital Status: Single • Date of Birth: 21-10-1994 • Nationality: Indian

• Passport Number: Y7365014 • Visa Status: Visit Visa

• Validity Until: 19th Dec 2024

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief. I am confident that my skills and experience will add value to the organization, and I am ready to take on new challenges and responsibilities.

> Zameer Khan Mehdi Dubai