

NAVEEN KUMAR BANGLA

CAREER OBJECTIVE:

I am looking for an organization to start my career, where I could apply and utilize my knowledge to the best of my ability for the development and growth of my professional career on the base of my integrity, honest and working.

WORK HISTORY:

1. **Worked as a Office boy at People Tech company , Hyderabad , India for 3 years . (2020-2023)**

Duties & Responsibilities

- Serve Tea and Coffee to Staff and office Visitor
- Clean office kitchen on daily basis
- Responsible for disposal of trash, waste, and other disposable material
- 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.
- Damp dust furniture, light fixtures, window and bathrooms daily,
- Wash windows as scheduled
- Use safety precautions in all housekeeping services
- The person must have a neat and clean personality
- Also be able to move outside office for any kind of task directed to him.
- Job requires activeness, attentiveness and a responsible attitude.
- Handling electronic files and papers
- Assists in menial office tasks required by the office staff
- Maintains the cleanliness of the office premises and kitchen

EDUCATION:

Matriculation Passed (2008)

Intermediate Vocational -CSE (2010)

B.com (Bachelor of Computers) at COMPUTERS KAKATHEEYA UNIVERSITY - Warangal , TG 01/2024

DECLARATION:

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai – U.A.E

NAVEEN KUMAR BANGLA



CONTACT



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Dubai-U.A.E

SKILLS

- Good communication skills
- Quick Learner
- Coffee Specialist
- Believe in Discipline
- Arabic Gava
- Multitasking
- Ability to work under pressure
- Turkish Coffee
- Lipton Tea

PERSONAL DATA

Date of Birth : 20-03-1993
Nationality : India
Gender : Male
Marital Status : Married
Passport no : N7603531
Expiry Date : 04-02-2026
Visa Status : Visit Visa

LANGUAGES

- English
- Hindi
- Telugu