





## CONTACT ME

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 Chandannagar (Hooghly) - 712136  
India

## SKILLS

- Organizational Skills
- Multitasking
- Time Management
- Adaptability
- Communication Skills
- Tech Skills
- Learning and Development

# MD. SAMIULLA SEKH

## Office Boy

### ABOUT ME

Seeking a challenging and dynamic position as an Office Boy, where I can utilize my organizational skills and dedication to provide efficient administrative support to the team. With a strong work ethic and a commitment to maintaining a well-organized office environment, I aim to contribute to the smooth and effective operation of the office, ensuring that tasks are completed promptly and professionally. I am eager to learn and grow within the organization while delivering exceptional service and contributing to its success.

### WORK EXPERIENCE

#### ALJABER CATERING COMPANY - ABU DHABI

2015 - 2023

##### Office Boy

- Assist in setting up meeting rooms and maintaining their cleanliness.
- Receive, sort, and distribute incoming mail and packages.
- Maintain records of incoming and outgoing mail and packages.
- Assist in photocopying, scanning, and filing documents.
- Provide support to employees as needed, including making coffee or tea, refilling water coolers, and assisting with office equipment (e.g., photocopiers, printers) etc.

#### ARSALAN RESTAURANT AND CATERER - KOLKATA

2012 - 2015

##### Office Boy

- Maintain records of incoming and outgoing mail and packages.
- Provide support to employees as needed, including making coffee or tea, refilling water coolers, and assisting with office equipment (e.g., photocopiers, printers) etc.
- Ensure that all doors and windows are locked at the end of the working day.
- Handle small deliveries or pickups, such as documents or materials, and ensure they reach their destination.

#### GRAND HYATT HOTEL - MUMBAI

2011-2012

##### Office Boy

- Provide support to employees as needed, including making coffee or tea, refilling water coolers, and assisting with office equipment (e.g., photocopiers, printers) etc.
- Report any issues with office facilities, furniture, or equipment to the appropriate authorities for repair or replacement.
- Assist in serving refreshments during meetings or events.

#### LOCAL - KOLKATA

2002-2008

##### Electrician

- Work as a freelancer electrician for local clients.

REFERENCES

DILIP SARKAR  
ALJABER HOTEL, COLLEAGUE  
ABU DHABI - UAE

MD. SAMEER  
ALJABER HOTEL, HEAD WAITER  
ABU DHABI - UAE

SYED ISHTIQUE  
ALJABER HOTEL, COLLEAGUE  
ABU DHABI - UAE

ANIL PARERA  
ALJABER HOTEL, HEAD WAITER  
ABU DHABI - UAE

EDUCATION

BACHELOR OF ARTS, SOCIOLOGY HONOURS  
Netaji Subhas Open University | 2009 - 2012

INTERMEDIATE, ARTS  
West Bengal Council of Higher Secondary Education | 2000 - 2002

MATRICULATION  
West Bengal Board of Secondary Education | 1999 - 2000

CERTIFICATION

- Sales
- Basic Knowledge of Computer
- Essential Food Safety Training (E.F.S.T)

PERSONAL DETAIL:

- Nationality- Indian
- Date of birth - 18th August, 1982
- Gender - Male
- Religion - Islam
- Marital status -Married
- Language known -English, Hindi, Bengali
- Contact - (+971) 566544873
- Mail - mdsamiullasekh@gmail.com
- Passport No. - S5849198

I, HEREBY DECLARE ALL MY INFORMATION TO BE CORRECT AND LIABLE TO ME.  
Md. Samiulla Sekh