





CONTACT ME

 (+971) 566544873

 mdsamiullasekh@gmail.com

 <https://www.linkedin.com/in/md-samiulla-sekh-75a584214>

 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.
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SKILLS

- Electrical Knowledge
- Safety Consciousness
- Attention to Detail
- Tools and Equipment Proficiency
- Communication Skills
- Mechanical Skills
- Learning and Development

MD. SAMIULLA SEKH

Electrician

ABOUT ME

Dedicated and skilled electrician with [X years] of hands-on experience in electrical installations, maintenance, and repairs. Seeking a challenging role as an Electrician in a dynamic and safety-conscious organization. Committed to ensuring the reliability and efficiency of electrical systems while adhering to the highest safety standards. Proficient in diagnosing electrical issues, performing repairs, and executing installations with precision. Eager to contribute my expertise and problem-solving skills to enhance the electrical infrastructure and support the overall success of the team and organization.

WORK EXPERIENCE

ALJABER CATERING COMPANY - ABU DHABI 2015 - 2023

Electrician

- Install, inspect, and maintain electrical systems, wiring, and components in residential, commercial, or industrial settings.
- Ensure compliance with local electrical codes and safety regulations.
- Diagnose electrical problems and faults in electrical systems and equipment.
- Perform repairs or replacements of faulty components to restore functionality.

ARSALAN RESTAURANT AND CATERER - KOLKATA 2012 - 2015

Electrician

- Install, inspect, and maintain electrical systems, wiring, and components in residential, commercial, or industrial settings.
- Ensure compliance with local electrical codes and safety regulations.
- Diagnose electrical problems and faults in electrical systems and equipment.
- Perform repairs or replacements of faulty components to restore functionality.
- Safely install, replace, or repair electrical wiring, cables, and conduits for power distribution.

MUMBAI SANTACRUZ (EAST) 2011-2012

Electrician

- Upgrade and modify existing electrical systems to meet current safety and energy efficiency standards.
- Install electrical systems in new construction projects, working closely with other trades to ensure proper integration.
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LOCAL - KOLKATA 2002-2008

Electrician

- Work as a freelancer electrician for local clients.

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