



MD OBAIDULLAH

United Arab Emirates

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E : smobaidullah100@gmail.com

DOB : 25/1/2000

in :

Passport : A00810525

OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

EXPERIENCE

BOLD INVESTMENT COMPANY

jun 16 2022 - sep 16 2022

office boy

- Clean the office at the start of the day.
- Welcoming visitors
- Preparing Coffee & Tea for Staff & Visitors.
- Organize and control kitchen and office material storage, keeping track of material consumption
- Answers the telephone if necessary.
- Monitoring the use of equipment and supplies within the office.
- Distribute/deliver mails, correspondences, documents, and others to the person's concern.
- Assisting office staff as requested.

AL DANA LEATHER PRODUCTS. LLC

sep 17 2022

storekeeper

CHEVRON PVT. LTD.

February 1 2019 - March 18 2020

Receptionist

Duties & Responsibilities:

- ☑ Welcoming patients and visitors, answering the telephone and answering any inquiries.
- ☑ Scheduling appointments and keep those appointments on time.
- ☑ Assisting patients with completing necessary forms and documentation
- ☑ Monitoring and ordering stationery and clinical supplies.
- ☑ Booking and organizing staff and doctor meetings.
- ☑ Maintaining information confidentiality at all it.

EDUCATION

SARAL AMIRIA HIGH SCHOOL.

2017

ssc

Grades - 4.45 (out of 5)

GOVERNMENT ALAOL DEGREE COLLEGE

2020

hsc

Grades - 3.17 (out of 5)

YOUTH DEVELOP COMPUTER TRAINING CENTER.

2019

diploma in computer science

Grades - 5.00 (out of 5)

SKILLS

- ☑ Interpersonal skills
- ☑ Excellent Communication skill
- ☑ Accounting & books balancing skills
- ☑ Ability to work independently and work in a team
- ☑ Able to adhere to company's Policies and Procedures
- ☑ Competent at responding quickly in emergency situations,

REFERENCE

mr. laheru - supervisor
al dana leather products. llc

mrs.sarleen - accounting
bold investment company
02 441 4944

LANGUAGE

English & Hindi

Speaking : Medium
Listening : Good
Writing : Good

DECLARATION

I hereby declare that the above furnished information are true and correct to best of my knowledge.

Signature: 
Md Obaidullah