

RESUME

SHAIK SADRUDDIN

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Kadapa, Andhra Pradesh, INDIA



Objective: Seek the position of **Office Boy / Tea Boy / Office Helper /Helper (BAKALA) /**

Professional Experience:-

- Worked as a Tea Boy / Office Boy in Kurdi Company (Saudi Ministries) Saudi Arabia 2013 to 2017.
- Worked as a Cloth showroom Salesman + Helper + Driver in India from 2008 to 2013.

Tea Boy / Office Boy Responsibilities

- Excellent communication skill with friendly and caring attitude to customers and colleagues.
- Friendly Movement with the Staff, Strong ability to work unsupervised.
- Maintain cleanliness of office equipment and furniture
- Making and serving tea and coffee to guests and managers
- Preparing coffee, Black Tea, Tea to the Staff members.
- Strong flexibility to working shifts and weekends.

Personal Data:

Father's Name : Shaik Khasimpeeran
Nationality & Religion : Indian / Muslim.
Date of Birth : 01-01-1987.
Joining : Immediately.
Marital Status : Married.
Present Location : India.
Joining Period : Immediately.
Driving license : Indian valid driving license.
Passport Details : Passport No : Y5043736.
Date of Issue : 01/11/2023.
Date of Expiry : 31/10/2033.

Languages	Read	Write	Speak
Arabic	Poor	No	Good
English	Poor	No	Poor
Urdu & Hindi	Good	Good	Good

(SHAIK SADRUDDIN)