

# ABUZAR SAJID

APPLY FOR- OFFICE BOY

**Address:**

SARAI MEER, AZAMGARH  
UTTAR PRADESH, 276305

**Phone:**

0091 7565030563

## Summary

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Dealing with queries or requests from the visitors and employees. Coordinating the maintenance and repair of office equipment. Assisting other administrative staff in wide range of office duties. Collecting and distributing couriers or parcels among employees and opening and sorting emails.

## Skill Highlights

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- Complex problem solver
- Project management
- Strong decision maker
- Communication
- Microsoft Office
- Time Management
- Sorting Local Routes
- Quick learner

## Experience

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### Office Boy for 01 year in AKASH INFRA PVT LTD

- Assisting other administrative staff in wide range of office duties
- Collecting and distributing couriers or parcels among employees and opening and sorting emails
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office

## Education

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INTERMEDIATE

## Languages

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ENGLISH

HINDI

## Personal Details

## Passport Details

FATHERS NAME : MOHAMMAD SAJID

DATE OF BIRTH : 10/05/2003

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGE : HINDI & ENGLISH

HOBBIES : WATCHING MOVIE

PASSPORT NUMBER : V1386025

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