



MUZAMMIL HUSSAIN

FOR ANY SUITABLE JOB
(HELPER, OFFICE BOY, CLEANER, E.T.C)

Contact

Phone

+971-565584035

Email

Muzamilhusein87@gmail.com

Address

Al Qusais Metro Station
Dubai-U.A.E

Expertise

- Data Entry
- Time Management
- Microsoft Office
- Customer Services
- Reliable and Responsible
- Verbal and Communication

Language

English

Hindi

Urdu

Punjabi

Certificate

Microsoft Specialist
(MS Word ,MS Excel)

Typing Speed

English(30wpm)

Arabic(20wpm)

About Me

Empowered and Motivated Office Boy with Two Years of Experience in data entry, MS Word, Excel scheduling and providing excellent team work.

Experience

Rado Engineering (PVT)ltd-Gujrat
Office boy/Helper

2018-20

- Quickly learned new skills and applied them to daily tasks, improving efficiency
- Demonstrated respect, friendliness and willingness to help wherever needed. Completed clerical tasks such as filing, copying and distributing mail.

Al RIQA Typing & Documents Clearing Services-Dubai
Office boy cum marketing boy

03.22/09.22

- Welcomed office visitors and alerted staff to arrivals of scheduled appointments.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.

Education

Government Pakistan Islamia High School-Gujrat
Matric(Medical Science)
Marks-988/1100

2017-2019

Government Zamindar Post Graduate College-Gujrat
FSC(Medical Science)
Marks-700/1100

2019-2021

Personal Detail

Name : Muzammil Hussain

Age : 20

Height :5'10

Religion : Islam

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Dear Respected Sir, Madam,

Upon learning about the Office Boy/Helper posting with Your Company, I was eager to contact you with my interest. When reviewing the job description, I was excited to see how well my experience aligns with your company's needs and position requirements. From reading your company's website, I feel your core mission and culture suit what I offer as a professional.

As an adept Office Boy, I have a well-rounded skill set in MS Word and honed talents in Data Entry, making me an ideal fit for the Office Boy/Helper position. Further, I am a recognized expert in communication and a communicative collaborator. My previous roles have strengthened my capabilities in problem-solving and management, including a keen attention to detail and accuracy.

I am excited at the prospect of bringing my talents to your Company. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Office Boy/Helper role.

Thank you for your time and consideration.

REGRADS,

MUZAMMIL HUSSAIN

