**Imran Siddique**

JABEL ALI, DUBAI

Cell: 0556582071

imranmani.k75@gmail.com

Professional Summary

 Organized independent worker with strong time management skills. Excellent and juggling multiple task. Broad industries experience telecom offices, entertainment offices. Maintains and arranges the offices; repair smalls technical and electrical issues.

Duties And Responsibilities

* Organizing and keeping files and handling projects
* Dealing with inquiries or needs from the visitors and workers.
* Coordinating the maintenance and repair of devices for the workplace.
* Assisting management personnel in wide variety of workplace responsibilities.
* Collecting and distributing couriers or packages among workers and starting and searching messages.
* Helping the associate, staff, or other management staff in doing their responsibilities.
* Cooperating with workplace personnel to maintain proper connections and a friendly environment within the office.

Experience

**Office Boy**

**Power Group (Present)**

**Dubai, United Arab Emirates**

* Assists in menial office tasks required by the office staff; like photocopying documents, delivering files and documents to other staff members, dispatching documents, etc.
* Inspects and turns on Air Conditioning and Multimedia, and prepare it for use in the office
* Repairs small problems and maintains fresh office environment.
* Prepares tea and coffee for staff and faculty members.
* Maintains the cleanliness of the office kitchen
* Picking-up and delivering items
* Maintains supplies by checking stock to determine inventory levels.
* Filing corporate documents, records, and reports.
* Performing basic bookkeeping work.
* Supervise other clerical staff
* Maintaining office operations of supplies and equipment.
* Serving Customers

**Messenger**

**Etisalat**

**Sharjah, United Arab Emirates**

* Support to organize event in the building
* Assists in menial office tasks required by the office staff; like photocopying documents, delivering files and documents to other staff members, dispatching documents, etc.
* Maintains the cleanliness of the office kitchen
* Picking-up and delivering items
* Receiving Post services & complaints from floor

Education

 **Secondary School**

 SSC (Rawalpindi Government Board) 2013

Personal Detail

Visa Status**: Employment Visa Valid**

Marital Status: **Not Married**

Religion: **Islam**

Date Of Birth: 02/03/1997

Father Name: Mohammad Siddique

Languages: **Urdu, English, Arabic**