

## RAKIB ABUL

Contact : +973- 36129632  
Address : Juffair, Kingdom of Bahrain  
Post Applied : Suitable job



### Career Objective

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*To be part of a company that can offer possibilities for advance and development of my potential knowledge and skills in various field of interest also to strive for a challenging works where I can contribute and build my goal given talent and experience*

### Personal Details

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Date of Birth : December 25, 1986  
Nationality : Bangladesh  
Gender : Male  
Civil Status : Single  
Religion : Muslim  
CPR No : 861239687  
Language Known : English, Hindi & Little Arabic

### Education

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- H.S.C passed

### Other Qualification

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- Knowledge in General Maintenance
- Holding Valid light vehicle license in Bahrain

### Working Experience

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#### **MODERN ACHITECTURE - 2015 – Up to Present**

Isa Town, Bahrain  
Office boy

##### **Duties**

- Monitoring the use of equipment and supplies within the office.
- 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.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- Make sure the office premise is clean.

#### **HOLIDAY VILA - 2014 -2015**

Hoora, Bahrain  
House Keeping

### Declaration

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*I hereby certify that above information is truth and correct to the best of my knowledge and belief*

**Rakib Abul**