



OBJECTIVE

PREPARING COFFEE OR TEA FOR STAFF AND VISITORS.ORGANIZE AND CONTROL KITCHEN AND OFFICE MATERIAL STORAGE.KEEPING TRACK OF MATERIAL CONSUMPTION.MONITORING THE USE OF EQUIPMENT AND SUPPLIES WITHIN THE OFFICE.

CONTACT

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Srilanka Kurunegala,Maha Galgamuwa ,galgamuwa, Kurunegala, Srilanka

LANGUAGES

Tamil	Native Proficiency	
Hindi	Professional Proficiency	
Englsh	Professional Proficiency	
Arabic	Professional Proficiency	

SKILLS

Making Tea	_____
Office Boy	_____
Driving	_____

HOBBIES

Drawing
Video Gaming
Photography

REFERENCES

Anthony Rajakumar

Driver | Office Boy And Driver
antanyrajakumar20@gmail.com
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ANTHONY RAJAKUMAR

Driver With Messenger

EXPERIENCE

01/2015-01/2016 Gold Bay Real State	Tea Boy And Office Boy Prepare tea, sharing files and make photocopies.
01/2016-02/2017 QIib Bank	Tea Boy Preparing tea, collecting DHL ATM cards and letters.
02/2017-02/2018 Aljazeera Finance Main Branch Near Midmac	Tea Boy And Office Boy Making tea, make photocopies and sharing files .
02/2018-11/2018 Final Touch	Light Driver Office boy ,tea boy, cleanness and housemaid picked and dropped.
09/2022-04/2024 Johnson Controls	Driver And Delever Meterials Site on time dropped Ingineer's , collecting AC materials on Werehouse and deliver.

EDUCATION

11/2013-Present Successfully completed General Certificate Examination ViL in 2013.	Galgamuwa Model Muslim Mahavidyalaya Grade : Ordinary Level
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