

Rajakumar Anthony

LIGHT DRIVER / OFFICE BOY



Personal details

Name

Rajakumar Anthony

Email address

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Phone number

+94767177471

Address

Maha Galgamuwa ,Galgamuwa
60700

Date of birth

June 20, 1997

Driver's license

29714400419

Gender

Male

Nationality

Srilankan

Civil status

Single

Skills

Making Tea

Office boy

Driving skills

Vehicle maintenance

Road Safety

Profile

PREPARING COFFEE OR TEA FOR STAFFS AND VISITORS.ORGANIZE AND CONTROL KITCHEN AND OFFICE MATERIA STORAG.KEEPING TRACK OF MATERIAL CONSUMPTION.MONITORING THE USE OF EQUIPMENT AND SUPPLIES WITHIN THE OFFICE. TO BE WITH A REPUTED ORGANIZATION WHERE I CAN EXPLORE MY SKILLS AND ABILITIES TO IMPROVE MY SELF AS WELL AS COMPANY.

Education

Jan 2012 - Nov 2013	GCE ORDINARY LEVEL EXAMINATION Galgamuwa model Muslim Maha Galgamuwa, Kurunegala
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Employment

Jan 2015 - Feb 2016	Tea boy and office boy Goaldbay real state, Doha,Qatar <ul style="list-style-type: none">•Making and serving beverages to staff and guests, such as coffee, tea, or water.•provide assistance to project Secretay such as fling & scanni of documents in daily basis.• Assisting in daily basis with all Clients/visitors.•Collecting different documents and hand-over to the Project Secretary for formal distribution.•Responsible in filling documents, incoming and outgoing correspondence.•Responsible in distributing transmittal as per instruction of Project Manager.•Manage contact lists and customer spreadsheets.•Assisting in daytoday office operations such as photocopying, scanning, and printing documents.•Securing Office premises (at evening shift)
Mar 2016 - Apr 2017	Tea boy QIIB bank, Doha,Qatar <ul style="list-style-type: none">•Making and serving beverages to staff and guests, such as coffee, tea, or water.•Assisting in daytoday office operations such as

Time management ●●●●●●

Languages

- English ●●●●●●
- Arabic ●●●●●●
- Hindi ●●●●●●
- Tamil ●●●●●●
- Malayalam ●●●●●●
- Sinhala ●●●●●●

photocopying,
scanning, and printing documents.

- Keeping the office area clean and organized, including emptying trash bins and maintaining a tidy workspace.
- Managing office supplies inventory and ordering necessary items, such as stationary, pantry supplies, and office equipment.
- Running errands outside the office, such as purchasing office supplies or delivering documents to other departments or clients.

May 2017 - Jan 2018

Tea boy and office boy

Aljazeera finance, Doha,Qatar

- nsuring office equipment, such as printers, scanners, and photocopiers, are in good working condition and arranging for repairs or maintenance when needed.
- Assisting with basic administrative tasks, such as filing documents, updating records, and organizing office files.
- Making and serving beverages to staff and guests, such as coffee, tea, or water.
- Monitoring and maintaining the cleanliness of office facilities, including restrgoms and kitchen areas.
- Assisting in setting up and arranging meeting rooms for presentations or conferences.
- Cooperating with other office staff to ensure a smooth and efficient workflow.
- Assisting with any other tasks or responsibilities assigned by the management.

Feb 2018 - Nov 2018

Light driver

Final touch, Doha,Qatar

- Safely transport an average of 08 passengers daily around Doha City, maintaining a clean driving record
- conduct routine vehicle maintenance,ensuring all cars are in excellent condition for passengers comfort and safety's .
- Ensured compliance with all vehicle safety standards and regulations, resulting in 0 a-fault incidents.
- participate in twice-yearly training to update navigation and safety skills

Sep 2022 - Apr 2024

Light driver

Johnson controls, Doha,Qatar

- Maintained safe driving habits to protect property and general public on roadways.
- Maintained flawless driving record throughout employment.

- Transported orders and miscellaneous items to and from defined locations.
- Inspected company vehicles on daily basis and reported damages or issues.
- Observed traffic laws and regulations to provide safe and efficient ride.
- Adhered to DOT standards and regulations.
- Planned efficient routes and adjusted strategies based on current weather and traffic information.
- Updated logs with timely and accurate information meet internal requirements and DOT recordkeeping demands.
- Added fluids, checked tires and kept interior and exterior spotless as part of vehicle upkeep.
- Observed driving regulations and safety procedures, maintaining excellent safe driving record.
- Performed pre- and post-trip safety and maintenance checks to mitigate hazards.
- Followed regular schedule of pickups for individual customers and groups.

Anthony Rajakumar