# MD DILDAR HASAN

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## Objective

To obtain a position as an Office Boy where I can utilize my strong work ethic, willingness to learn, and commitment to providing a clean and organized environment to support the smooth functioning of the office.

## Experience

- **ASM Industry pvt. ltd.** 2013 - 2015
  Office Boy
- **Pantaloons** 2016 - 2017
  Salesman
- **Private** 2017 - 2025
  Cook

## Education

- **Krishnapur Hs+ 2stage.** 2012
  Higher Secondary Pass
  B
- **IST CEC.** 2015
  Advance Diploma in Computer Science.
  A+

## Skills

- Basic Maintenance: Replacing light bulbs and reporting minor maintenance issues. • Physical Stamina: Able to stand, walk, and lift objects for extended periods. • Reliable and Punctual: Committed to arriving on time and completing tasks efficiently. • Respectful and Courteous: Interacting with staf • Cleaning & Maintenance: • Expert in maintaining cleanliness and hygiene standards in office areas. • Proficient in using cleaning equipment and supplies. • Ability to identify and report maintenance issues promptly. • Office Support: • Efficient in photocopying, scanning, and filing documents. • Experience in managing incoming and outgoing mail. • Knowledge of basic office procedures. • Customer Service: • Excellent communication and interpersonal skills. • Ability to interact with staff and visitors in a professional and courteous manner. • Experience in handling requests and inquiries. • Other Skills: • Tea/Coffee Service • Messenger Duties • Basic Computer Skills

## Interests

- Learning Languages, Photography, Travel, Sports, Reading.

## Languages

- Hindi
- English
- Bengali
- Arabic