



MD IBRAHIM

Office Boy

CAREER OBJECTIVE:

"Motivated and trustworthy professional with hands-on experience in office maintenance, hospitality support, and clerical tasks. Seeking an Office BBoy position at Gulf Exchange to contribute to smooth and efficient daily operations."

CONTACT

Name: MD. IBRAHIM
Date of Birth: 03-03-2000
Nationality: Bangladeshi
Marital Status: Single
QID: 30005006126
Visa Status: Transferable
Email: ibrahimchyridoy@gmail.com
Contact Number: +974 71314173
Current Location: Doha, Qatar

HOBBIES

- Photography
- Cooking
- Playing Football
- Traveling
- Reading
- Sports

LANGUAGES:

- English – Basic
- Hindi – Fluent
- Bangla – Native

EDUCATION

DIPLOMA

Feni Polytechnic Institute

2018-2022

Power Technology

Secondary School Certificate

Purba Sandwip High School

2015-2017

Science

WORK EXPERIENCE

Excellence Training Centre Qatar

Office Boy

The Torch Doha

Waiter

W-DOHA HOTEL

Kitchen Helper

SKILLS

- Preparing and serving tea, coffee, and refreshments
- Office cleaning and maintenance
- Document delivery and collection
- Helping in photocopying, filing, and basic office tasks
- Time management and punctuality
- Polite, respectful, and team-oriented
- Ability to follow instructions and complete tasks on time

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Slides, Gmail)
- Adobe Photoshop (Basic photo editing)