

CURRICULAM VITAE



BIBEK PARTEL

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Dubai - UAE

POST APPLIED FOR : " OFFICE BOY"

OBJECTIVES;

To be associated with a well established company that will provide good opportunities for my growth and career advancement. To handle challenging jobs that will enhance my analytical ability and decision making skills

Skills.

- Very energetic result oriented and organized
- Efficient and well behaved person
- Extremely hardworking self motivated and able to work independently in a team environment under supervision.
- Keep excellent inter personal relations with colleagues and ready to help them.

PERSONAL PROFILE

Name : Bibek Partel
Gender : Male
Nationality : Nepali
Date of Birth : 20/01/1992
Marital status : Married
Languages Known : English , Hindi and Nepali

EDUCATIONAL QUALIFICATION

Academic : **B. A (Tribhuvan University)**
Basic Computer Knowledge.
Training : First Aider

PASSPORT INFORMATION

Passport No : **05721385**
Date of Issue : 15/11/2011
Date of Expiry : 14/11/2021
Visa Status : Employment Visa.

WORK EXPERIENCE

- Presently working as a **OFFICE BOY** with **BOWYER WICK BUILDING CONTRACTING LLC** in Dubai – UAE since 2015 to 2020
- Worked as a **Store Incharge** with **ALMANA & BOWYER BUILDING WLL** in Qatar for the period of 02 Year and 5 months.

Duties.

- Dealing with queries or requests from the visitors and employees , coordination the maintenance and repair of office equipment , assisting other administrative staff in wide range of office duties collecting and distributing courier or parcels among employees and opening and sorting emails.

DECLARATION

I hereby declare that the above mentioned information is correct to best of my knowledge and belief. I bear the responsibility for the corrections of the above mentioned particular

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