




RAM BABU CHAUDHARY

OFFICE BOY/TEA BOY

 Doha, Qatar

 +974 3123 6091

 rambabuchu@gmail.com

PROFILE

Organized, independent worker with strong time management skills. Excellent at juggling multiple tasks and working under pressure. Having good experience in Tea and Coffee preparation, Office maintenance, Inventory management and Visitor Service.

EXPERIENCE

OFFICE BOY (2023 – PRESENT)

Gulf Shore Group, Qatar- Doha, Qatar

- Office boy/Team boy
- Office Maintenance
- Clerical Works

OFFICE BOY/ (AUG 2016 – OCT 2020)

Public Works Authority (Ashghal) Qatar - Through Abraj Qatar Group

- Office boy/Team boy
- Office Maintenance
- Clerical Works
- Check deposit

OFFICE BOY/SUPERVISOR (MAY 2015 – MAY 2020)

Commercial Bank of Kuwait - Through Abraj Qatar Group

- Office boy/Team boy
- Office Maintenance
- Clerical Works
- Lead, Mentor and manage office staff.
- Organize and manage meeting

OFFICE BOY (2010 – 2015)

Comercial Bank/Kuwait Financial Center (Markaz) - Through Trust Cleaning and Co.

- Office boy/Team boy
- Office Maintenance
- Clerical Works

Worked Part Time Starbucks, Marina Mall, Kuwait

UPHOLSTERY WOOD CUTTING ASSISTAND (2007 – 2010)

Sin Wee Sing Industries SDN. BHD.

SOFT SKILLS

- GOOD CUSTOMER ETIQUETTE
- TEAM WORK
- OFFICE ADMINISTRATION
- HUMAN RELATIONS MANAGEMENT
- SCHEDULING
- DECISION MAKING
- PROBLEM SOLVING
- TELEPHONE ETIQUETTE
- TIME MANAGEMENT

PROFESSIONAL SKILLS

- TEA PREPERATION
- COFEE PREPERATION
- CAPPUCINO PREPERATION
- ARABIC QHAWA
- TURKISH COFEE
- PHOTOCOPY/SCANNING
- FILE FOLDING
- DOCUMENT COLLECTION
- CHECK DEPOSITION
- CLEANING
- PURCHASING

LANGUAGES KNOWN

LANGUAGE	SPEAK	READ	WRITE	TYPE
English	Good	Good	Good	Good
Arabic	Good	No	No	No
Hindi	Good	Good	Good	No
Nepali	Good	Good	Good	No

EDUCATION

- SSC (X Std.) Secondary School, Sri Kamleshari Kisun Jhulai - Nepal.
- IX Pass – Manokamna College & Secondary School Nepal
- XII – Did not appear for Exams

PERSONAL DETAILS

- Sex : Male
- Marital status : Married
- Nationality : Nepali
- Passport No : 08861183
- Date of expiry : 3/06/2025
- Residency status : Valid Residence
- QID No. : 28952450775
- Birth date : 21/9/1989

HIGHLIGHTS

- Presentable and pleasing nature.
- Highly motivated.
- Blessed with average IQ.
- Good command over Hindi Fair in English & Arabic.
- Good team worker.
- Highly cooperative.
- Willing to work hard