

Full name

Office Boy / Tea Boy / Pantry Attendant

Mobile: +971 5x xxx xxxx

Email: name@email.com

Location: City, Country

Nationality: Nationality

Visa status: Employment / Visit / Transferable

Date of birth: DD/MM/YYYY

Objective

Reliable and well-presented office boy with X years of experience preparing tea and coffee, serving guests and meetings, and keeping the pantry clean and stocked. Looking to support a busy office with quick, courteous service.

Work experience

Company	Position	From	To
Company name, City	Office Boy	MM/YYYY	MM/YYYY
Company name, City	Tea Boy	MM/YYYY	MM/YYYY

Duties: preparing hot and cold drinks, serving guests and meeting rooms, cleaning the pantry and serving ware, tracking supplies and reporting before stock runs out, delivering documents between departments.

Skills

- Arabic coffee, Turkish coffee, tea and instant coffee preparation
- Serving guests and meetings professionally
- Personal hygiene and pantry cleanliness
- Stock tracking and supply requests
- Receiving and delivering orders through pantry ordering apps
- Punctual, honest and polite

Additional information

Languages: Arabic / English / other

• Driving licence: Yes / No

• Available: Immediately

References

Available on request.