**[Your Name]**

Address: [Your Address]

Phone: [Your Phone Number]

Email: [Your Email Address]

## **Professional Summary**

Reliable and hardworking Office Boy with [X] years of experience supporting office operations through administrative tasks, maintenance, and hospitality services. Known for multitasking abilities and attention to detail. Committed to providing a clean, organized, and efficient office environment.

## **Education**

**[High School Diploma or Equivalent]**

[School Name], [Location]

Graduation Date: [Month, Year]

* [Add any additional relevant training, courses, or certifications.]

## **Work Experience**

**Office Boy**

[Company Name], [Location]

[Month, Year] - Present

* Provide support to office staff by handling various administrative and hospitality tasks.
* Maintain office cleanliness, including cleaning and organizing workspaces and common areas.
* Deliver and collect mail, documents, and packages to and from different departments.
* Assist with setting up meeting rooms and preparing refreshments for meetings.
* Perform errands such as purchasing supplies and making deliveries as needed.

**Office Assistant**

[Company Name], [Location]

[Month, Year] - [Month, Year]

* Supported office staff with tasks such as photocopying, scanning, and filing documents.
* Greeted visitors and directed them to the appropriate person or department.
* Assisted with data entry and maintaining records.
* Performed light maintenance and repair tasks as needed.

## **Skills**

* Excellent multitasking and time management
* Attention to detail and organizational skills
* Strong communication and interpersonal abilities
* Proficiency in using office equipment (e.g., photocopier, scanner, fax)
* Familiarity with basic maintenance and cleaning tasks
* Ability to follow instructions and work independently

## **Certifications**

* [Certification Name, e.g., Office Management Certification], [Organization], [Month, Year]

## **References**

Available upon request.