

DAUD AHMAD

Mobile: 9716142195

House No. 91, Mohalla Afganan,

Amroha, Uttar Pradesh - 244221



CAREER OBJECTIVE

To obtain a suitable position as a **Hospital Attendant, Ward Boy, Patient Care Assistant, Helper, Office Boy or MTS**, where I can use my 8 years of work experience, discipline and hardworking nature to contribute effectively to the organization.

EDUCATIONAL QUALIFICATION

Qualification	Year
10th Pass	2016
12th Pass	2020

WORK EXPERIENCE

Capricorn Identity Pvt. Ltd.

Position: MTS / Office Boy

Total Experience: 8 Years

KEY RESPONSIBILITIES

- Office support and day-to-day assistance
- File and document handling
- Assisting staff and visitors
- Maintaining workplace arrangement and cleanliness
- Handling routine office responsibilities
- Following instructions from senior staff
- Working responsibly as part of a team

SKILLS

Patient/visitor assistance • Office support • File/document handling • Teamwork • Good communication • Punctual and hardworking • Responsible and disciplined

PREFERRED POSITIONS

Hospital Attendant | Ward Boy | Patient Care Assistant | Hospital Helper | OT Helper | Office Boy | MTS | General Helper

PERSONAL DETAILS

Father's Name	Mohd. Nishar Ahmad
Mother's Name	Mubina
Nationality	Indian
Languages	Hindi

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Place: Amroha, Uttar Pradesh

Date: _____

Signature: Daud Ahmad