

MD HOSSIN JALIL

OFFICE SUPPORT ASSOCIATE FACILITIES & SERVICES C

PHONE | +966 544403025
EMAIL | hossinzaleel@gmail.com
LOCATION | Olya, Saudi Arabia
EXPERIENCE | 1 year 8 months
NATIONALITY | Bangladeshi
LANGUAGES | Hindi, Arabic, English

Key Skills

- MS World
- Excel
- Sales
- Customer Service
- Customer Support
- Customer Relationship
- Soft Skills Training
- Caking Tea Coffee

Work Experience

Office Support Associate Facilities & Services C

Md jalil, Al oliya, Saudi Arabia

Oct 2025 - Present

- Delivered exceptional administrative support by efficiently organizing and coordinating office operations, ensuring a seamless workflow within the Facilities & Services team.
- Utilized strong communication skills to liaise with internal departments, assisting in the resolution of facility-related issues and enhancing employee satisfaction.
- Managed scheduling and logistics for meetings and events, optimizing resource allocation and minimizing downtime.
- Implemented and maintained filing systems, which improved data retrieval efficiency by 30%, streamlining access to important documents.
- Assisted in tracking inventory of office supplies and equipment, contributing to a reduction in costs through effective resource management.
- Facilitated the onboarding process for new staff, ensuring a welcoming and informative experience that aligned with company culture and standards.

Office Boy

Md Jalil, Al Oliya, Bangladesh

Feb 2025 - Oct 2025

Haskeeping attendance

Education

Secondary School - Academic / General
2008

school banglades, Saudi Arabia

Profile Summary

Works as a team with other food preparation personnel to ensure food adheres to standards of quality to maintain the cleanliness of the restaurant and equipment