

# ASHRAF ABDUL MAJEED



✉ ashrafpkk@gmail.com

☎ +97430713211

📍 Zone - 22 , Street - 937 , Building-32  
, Bin Mahamood Doha

📅 05/02/1969

🇮🇳 India

🔒 Married

📠 X6134630

♂ Male

## 🌐 LANGUAGES

MALAYALAM ●●●●●

ARABIC ●●●●●

ENGLISH ●●●●●

HINDI ●●●●●

## 🧠 SKILLS

- Interpersonal Skills
- Adaptability
- Business Administration

## 🔑 INTERESTS

- Reading
- Social Services
- Charity activities
- Gardening

## 👤 PROFILE

Results-oriented Business Administrator with a strong track record of optimizing profits, reducing expenses, delivering top-notch administrative support, training staff, and coordinating company events. Skilled in leadership, communication, time management, and maintaining composure under pressure.

As a highly motivated individual with a Pre-Degree education and extensive experience as the owner of an E-Seva Bazar Janasevanakendram, I am seeking an Office Assistant role to leverage my skills in communication, interpersonal abilities, and business administration. My background in managing a customer-focused service center has honed my adaptability and commitment to efficient administrative support. I am eager to contribute my comprehensive skill set to a dynamic team, ensuring smooth office operations and exceptional service delivery.

## 🎓 EDUCATION

### PRE DEGREE

CALICUT UNIVERCITY  
02/1990 | CALICUT

### 10th SSLC

GBHSS CHERUKUNNU  
03/1986 | KANNUR, India

## 📁 PROFESSIONAL EXPERIENCE

### ARABIAN TRADING & CAR EST

OFFICE ASSISTANT  
11/1992 - 10/1996 | ABU DHABI, U A E

### MUSANDAM TRADING EST

SALES COORDINATOR  
11/1996 - 04/2013 | ABU DHABI, U A E

### IDEA CELLULAR LTD

DISTIBUTOR  
06/2013 - 02/2018 | KANNUR, India

### RELIANCE JIO LTD

DISTIBUTOR  
THALIPARABA, India  
**03/2018-12/2021**

### PROPRITOR

E-SEVA BAZAR JANASEVANA KENDRAM  
present | KANNUR, India