

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