



Sajjad Ashraf

Office Admin

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CAREER OBJECTIVE

To work with an Organization that offers me a consistently positive atmosphere and inspires me to acquire more knowledge and improve my skills professionally in the Industry.

ACADEMIC QUALIFICATIONS

- ✓ Kerala Higher Secondary School.
- ✓ SSLC – Kerala state education board

Skill Profile:

- ✓ Excellent written and verbal communication skills
- ✓ Highly organized and efficient
- ✓ Ability to work independently or as part of a team

Computer Proficiency

- ✓ Microsoft Office
- ✓ Accounting

EXPERIENCE

- Working in **The way corporate services (TWC) as Office Admin** From December 2023 - to Present at Qatar
 - ✓ Create spreadsheets to track important customer information and orders.
 - ✓ Transfer data from hard copy to a digital database.
 - ✓ Update customer information in a database.
 - ✓ Organize existing data in a spreadsheet.
 - ✓ Verify outdated data and make any necessary changes to records.
 - ✓ Operate common office equipment, like scanners and printers.
 - ✓ Search for and investigate information contained in files.
 - ✓ Perform regular database backups to secure data.
- Working in **Noon Fragrance as Office Admin / Assistant Accountant.** From Jan 2019 - to 2023 April at India

ROLES AND RESPONSIBILITIES

- ✓ Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- ✓ Maintain company ledgers and daily financial transactions.
- ✓ Maintaining accounts receivable, document bills and supporting documentation
- ✓ Gathering payroll expenses and input into appropriate entry line
- ✓ Analyzing financial statements and prepare balance sheets
- ✓ Demonstrating and presenting products.

- Working in **Airtel Telecom as Sales Representative**. From Jan 2017 to 2018 Dec - at India

ROLES AND RESPONSIBILITIES

- ✓ Organising **sales** visits.
- ✓ delivering products to customers
- ✓ Demonstrating and presenting products.
- ✓ Establishing new business.
- ✓ Maintaining accurate records.
- ✓ Attending trade exhibitions, conferences and meetings.

PERSONAL DETAILS

Permanent Address : Maskan
: Thalassery
: Kannur, Kerala
Date of birth : 22/11/1998
Sex : Male
Father's Name : Ashraf
Nationality : Indian
Driving License : Qatar Valid License

Declaration

The above mentioned particulars are true to the best of my knowledge and better.

Sajjad Ashraf