



MOHAMED ASHIQ

OFFICE ASSISTANT | MESSENGER | E-COMMERCE ASSISTANT

Contact Details

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📍 Kerala, India

Education

● BACHELOR OF COMMERCE (B.COM)

St. Joseph Arts & Science College,
University of Calicut | Kerala
Pursuing

● HIGHER SECONDARY EDUCATION

GVHSS Kadappuram | Kerala
2015 – 2017

Skills

- Interpersonal Skills
- Time Management
- Multitasking
- Attention to Detail & Accuracy
- Problem-Solving & Critical Thinking
- Teamwork & Collaboration
- Professional Ethics
- Customer Service Orientation
- Conflict Management
- Planning Skills
- Reliability & Punctuality

Languages

- English
- Malayalam
- Hindi

Professional Summary

Detail-oriented and reliable professional with experience in office administration, document handling, and e-commerce operations. Skilled in coordinating logistics, managing confidential materials, inventory control, and cash handling while ensuring operational efficiency and accuracy. Adept at supporting cross-functional teams, maintaining strong communication with internal and external stakeholders, and delivering tasks on time in fast-paced environments.

Work Experience

OFFICE ASSISTANT CUM MESSENGER

DTDC QATAR – DIVISION OF TOKYO FREIGHT SERVICES | QATAR

May 2023 – Present

Key Responsibilities

- Execute secure and timely delivery of confidential documents, packages, and critical materials between departments and external partners.
- Provide comprehensive administrative, logistical, and communication support to ensure seamless office operations.
- Manage the handling of sensitive financial documents, including bank statements and checks, maintaining strict confidentiality and accuracy.
- Coordinate and monitor document transfers across multiple branches, ensuring adherence to organizational timelines and compliance standards.

E-COMMERCE ASSISTANT

DTDC QATAR | QATAR

June 2022 – Present

Key Responsibilities

- Assisted the Operations Manager in managing daily e-commerce activities, ensuring smooth operational flow.
- Oversaw inbound and outbound shipment processes, optimizing timelines for order fulfillment and customer satisfaction.
- Conducted regular inventory audits and tracking to maintain adequate stock levels and minimize discrepancies.

License Details

Holder of a Valid **Indian** and **Qatar**
Driving License

Professional Skills

- Document & Package Handling
- Administrative Support
- Courier & Logistics Operations
- Inventory Management
- Cash Handling & Reconciliation
- Confidentiality & Data Security
- Record Keeping & Documentation
- Operational Efficiency Improvement
- Shipment Tracking & Delivery Coordination
- Bank Document & Cheque Handling
- Branch-to-Branch Document Transfers
- Use of Courier Tracking Systems & Office Software
- E-Commerce Order Fulfillment Operations

- Managed cash handling and reconciliation processes, ensuring financial accuracy and accountability.
- Led and coordinated a team responsible for e-commerce logistics, improving workflow efficiency and delivery performance.

Personal Strengths

- **COMMUNICATION:** Strong verbal and written communication skills for clear coordination with team members, management, and external partners.
- **ADAPTABILITY:** Flexible in handling changing schedules, priorities, and tasks in fast-paced office and logistics environments.
- **ATTENTION TO DETAIL:** Maintains accuracy in handling confidential documents, financial materials, and delivery records.
- **ORGANIZATIONAL SUPPORT:** Skilled in assisting office operations, coordinating tasks, and supporting team efficiency.

Personal Details

Gender : Male
Date Of Birth : 16/05/1998
Nationality : Indian
Marital Status : Single

Reference

Available on request