

CURRICULUM VITAE

PERSONAL INFORMATION



Name : Omar Yusuf Asman
Date of Birth : 28th Mar 1999
Gender : Male
Nationality : Kenyan
Marital Status : Single
Religion : Muslim
Height : 5`7ft
Weight : 75kgs
Passport No : BK484463
Language : English and Kiswahili



CAREER OBJECTIVE

Dedicated and organized administrative assistant with two years of experience in managing office operations and providing efficient administrative support. Skilled in handling a wide range of administrative tasks and resolving customer issues promptly. Seeking a challenging administrative assistant position to utilize my skills and contribute to the smooth functioning of the organization.

PROFESSIONAL EXPERIENCE

Position: Administrative Assistant
Company: Baslein Limited Company
Period : July 2022-Aug 2023

Duties and Responsibilities

- Managed daily office operations, including scheduling appointments, coordinating meetings, and handling phone calls and emails.
- Prepared and edited correspondence, reports, and presentations for internal and external communication.
- Maintained and organized office files, documents, and records to ensure accurate and efficient retrieval of information.
- Coordinated travel arrangements, including booking flights, hotels, and transportation for employees and clients.
- Assisted in organizing company events, conferences, and team-building activities.

Position: Administrative Assistant
Company: Hipora Limited Company
Period : Mar 2020-Apr 2021

- Provided administrative support to the executive team, including calendar management, meeting coordination, and travel arrangements.
- Managed office supplies, inventory, and vendor relationships, ensuring cost-effective solutions for the company.
- Assisted in the preparation of financial reports, budgets, and expense tracking.
- Responded to customer inquiries and resolved issues promptly, ensuring a high level of customer satisfaction.
- Assisted in the onboarding process for new employees, including paperwork and orientation sessions.

EDUCATION BACKGROUND

- Jan 2019** : Digital lab
Certificate in information technology
- 2014-2017** : Abrar Secondary School
Kenya Certificate of Secondary Education
- 2006-2013** : Ama Primary School
Kenya Certificate of Primary Education

SKILLS:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent organizational and multitasking abilities
- Strong communication and interpersonal skills
- Attention to detail and accuracy in work
- Time management and prioritization skills
- Ability to work independently and collaboratively in a team environment

HOBBIES

- Travelling
- Reading
- Socializing

REFEREES

TO BE PROVIDED UPON REQUEST

Covid-19 Vaccination Certificate

REPUBLIC OF KENYA



MINISTRY OF HEALTH

This is to certify that **Omar Yusuf Asman**, born on **1999-03-28**, from **Kenya** with **national_id: 37388800**, has been vaccinated against Covid 19 on the date indicated in accordance with the National Health Regulations.

VACCINE	DOSE	DATE ADMINISTERED	BATCH NO
Oxford/AstraZeneca	1	Sat Feb 12 2022	210218
Janssen (Ad26.COVID-5)	2	Thu Sep 29 2022	ACB6047



This document is system generated and therefore does not require a signature.
You may confirm this certificate by scanning the QR code.

CERTIFICATE

IN
INFORMATION
TECHNOLOGY

This is to certify that

Omar yusuf asman

Successfully completed a trainee

Computer course facilitated by ICT for Development Kenya in

Partnership with Digital LABS

Units Covered:

- Introduction to computers and Data processing
- Word Processing
- Spreadsheets
- Email and Internet Fundamentals
- Desktop publishing and Presentations
- Database design
- Basic Computer Maintenance

Dated this 20th Day of January the year 2017



Jonathan Mativo

Executive Director, ICT4D Kenya





THE KENYA NATIONAL EXAMINATIONS COUNCIL
EXAMINATION FOR THE KENYA CERTIFICATE OF SECONDARY
EDUCATION RESULT SLIP

K.C.S.E



FORM 111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000

REGISTRATION NUMBER: 1234567890

SUBJECTS
 101 ENGLISH
 102 MATHEMATICS
 103 BIOLOGY
 104 CHEMISTRY
 105 HISTORY AND GEOGRAPHY
 106 PHYSICAL EDUCATION
 107 ARTS AND CRAFTS

GRADE
 1 (100%)
 2 (75-74%)
 3 (73-72%)
 4 (71-70%)
 5 (69-68%)
 6 (67-66%)
 7 (65-64%)
 8 (63-62%)
 9 (61-60%)
 10 (59-58%)

SUBJECTS ACCREDITED (100%)
 ** FROM GRADE 10 (100%)

UNIVERSITY ADMISSION
 SEE PRINTED COURSE

THIS RESULT SLIP IS FOR A SPECIFIC EXAMINATION. THE KENYA NATIONAL EXAMINATIONS COUNCIL DOES NOT ACCEPT ANY OTHER SLIP AS VALID. BE CAREFUL OF THE INFORMATION ON THE SLIP AND CHECK IT WITH THE INFORMATION ON THE CERTIFICATE OF SECONDARY EDUCATION.



K.C.S.E 4874868

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BASLEIN LIMITED COMPANY

P.O BOX 1854-00100

NAIROBI KENYA

basleinlimitedcompany@gmail.com

Ref: BLC23/o987/2023

TO WHOM IT MAY CONCERN

RE: RECOMMENDATION FOR MR. OMAR YUSUF ASMAN

I am writing to highly recommend Mr. Omar Yusuf Asman for any future endeavors in the field of administrative assistance. As the Human Resource Officer at Baslein Limited, I have had the privilege of working closely with Mr. Omar during his tenure as an Administrative Assistant in our organization. Mr. Omar joined Baslein Limited with a wealth of enthusiasm and quickly became an indispensable member of our team. His dedication to his work and exceptional organizational skills were evident from the start. He consistently demonstrated a high level of professionalism, attention to detail, and an unwavering commitment to ensuring the smooth operation of our office.

Mr. Omar is not only proficient in his technical skills but also possesses excellent communication and interpersonal abilities. He interacted effectively with colleagues, clients, and vendors, fostering positive relationships and enhancing the professional image of our organization. His pleasant demeanor and willingness to assist others created a positive and collaborative work environment.

I am confident that Mr. Omar would be a valuable asset to any organization. His exceptional skills, combined with His positive attitude and dedication, make him a standout professional. I wholeheartedly recommend Mr. Omar and believe He will excel in any role He chooses to pursue.

If you require any further information or have questions, please do not hesitate to contact me.

Sincerely,



Ogalo Wycliffe

Human Resource Manager,

Baslein Limited Company



DRIVING LICENCE



REPUBLIC OF KENYA

JAMHURI YA KENYA



6086960020504055

SURNAME

ASMAN

OTHER NAMES

OMAR YUSUF

NATIONAL ID No

37388800

LICENCE No

DL-PSZ86RO

DATE OF BIRTH

28.03.1999

SEX

MALE

BLOOD GROUP

B-

DATE OF ISSUE

05.11.2024

DATE OF EXPIRY

05.11.2027

COUNTY OF RESIDENCE

NAIROBI

HOLDER'S SIGNATURE



CATEGORIES OF VEHICLES

DATE OF ISSUE

DATE OF EXPIRY

A1

A2

A3

B

C1

C

CE

CD

D1

D2

D3

E

F

G

05.11.2024

05.11.2027



LICENSING OFFICER

ISSUED BY NATIONAL
TRANSPORT AND
SAFETY AUTHORITY

RESTRICTIONS:

ASMAN

OMAR YUSUF

000646319