**CURRICULUM VITAE**

**MOHAMMAD ASIF**

**Professional Preface**

* A dynamic individual with highly motivated & positive attitude towards life.
* Exceptionally organised with a track record that demonstrates creativity and initiatives to achieve set goals.
* A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organisational objectives & profitability norms.
* Possess exceptional team spirit thereby helping in easy achievement of organisational & personal goals.
* An effective communicator with excellent relationship building & interpersonal skills.

**Achievements**

* Best employee award for the year 2015 in Safari Group of Companies, Doha, Qatar.

**Occupational Contour**

**Worked with Safari Group of Companies, Doha, Qatar as ‘Cashier’ from 08th Dec 2013 to 19th Feb 2016**

**Job Profile:**

* Receive and disburse money in establishments other than financial institutions. Usually involved in use of electronic scanners, cash registers and related equipment. Also involved in processing credit or debit card transactions and validating checks.
* Issue receipts, refunds, credits, or change due to customers.
* Ensuring standards for quality, customer service and health and safety are met.
* Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
* Developing constructive and cooperative working relationships with others and maintaining them over time.
* Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

**Worked with CMYK GRAPHICS Pvt. Ltd, New Delhi, India as ‘Computer Operator cum Printing Machine Operator’ from 10th June 2011 to 28th September 2013**

**Job Profile:**

* Handled various Advertisement related works i.e. Artworks, Designing, Printing machines operating (digital Roland, eco solvent Sure Color S30670, Mimaki JV33-160, HP Designjet L25500 (Latex) & solvent, etc.

**worked with “TCI Web Gate” Vendor, Attached by “TECH BOOK/APTARA” Publishing Company,** Mohan cooperative Industrial Aria Mathura Road, New Delhi as Graphic Operator 1st August 2006 to 31st May 2009

**Job Profile:**

* Dealt in e-Book Processing in Photoshop, Acrobat Software’s, Photo Image Processing, Scanning, OCR Conversion

**Professional Credential**

* Six Month Diploma in Desktop Publishing (DTP) from ECC Computer Education, New Delhi from Feb-2006 to August-2006
* Six Month Diploma in Office Automation (DOA) from Unitech Computer Institute, Jaunpur, Utter Pradesh from May-2005 to Oct-2005

**Scholastics**

* Passed 10th from Madarsa Darul Irfan, Bodkarpur Sukkhipur, Jaunpur, Ut ter Pradesh in the year 2005.
* Passed 12th from Madarsa Qurania, Adampur Akbar, Jaunpur, Utter Pradesh in the year 2007.

**Knowledge of Computer Application Packages**

* Good working knowledge of Adobe Photoshop, Illustrator, Acrobat, Corel Draw, PageMaker, FoxPro, MS-Office including Word, Excel, PowerPoint.
* Knowledge of internet surfing.
* Proficiency in typing about 35-40 Words/PM.

**Strength (Areas of expertise):-**

* Ability to work in challenging environment and perform effectively.
* Effective organizational and time management skills.
* Smart worker as well as a hard worker too.
* Adaptability and ability of learning in effective manner.
* Ability to anticipate and solve problems.

**Personal Dossier**

**1**. Name : Mohammad Asif

**2**. Date of Birth : 25-02-1983

**4**. Gender : Male

**5**. Marital Status : Married

**6**. Nationality : Indian

**Job Seeker First Name / CV No: 1823358**

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