**ASHIK**

Doha, Qatar

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Email: ashik.378083@2freemail.com

**PROFILE**

A Cheerful, pleasant personality with an aptitude for hard work, honesty and a will to achieve and to be able to work an organization where I can utilize my skills to the best of my abilities.

**PERSONAL SKILLS**

▪ Relational building

▪ Ability to work in a team and contributing member

▪ Positive Attitude

▪ Hard Working and Punctual

▪ Self motivated and adaptable to new situations

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination** | **Specialization** | **School /**  **College** | **Board /**  **University** | **Year of**  **passing** | **%** |
| Bsc | Maths | Guide college Tirur | Calicut University | April  2012 | 82 |
| Plus Two | Science | G.H.S.S  Puthuparamb | Board of Higher Secondary Examination | March  2009 | 64 |
| SSLC | - | P.K.M.M.H.S.S  Edarikode | Board of  Public  Examination | March  2007 | 81 |

**COMPUTER SKILLS**

* **PGDCA** (under Kerala Government)
* **Internet Applications**
* **M S Office** (Word, Excel, PowerPoint)
* **Typing skill in English and Arabic**
* **MYCOM (**Inventory and POS)

**WORK EXPERIENCE**

**Company : Quality Retail Group**

**Designation : IT Back office support**

**Duration : March 2015 till Date**

Duties & Responsibilities

* Responsible for IT support to all Cooperate clients in Windows.
* Monitoring and maintain Inventory records.
* Outlook Configuration (office 365, IMAP, POP3) and Mycom Smart POS installation
* Installing and configuring computer hardware operating systems and applications.
* Troubleshoot personal computer software and hardware issues for clients.
* Preparing and monitoring Daily sales reports.
* Provide pricing and delivery information’s to each section supervisors.
* Managing Stock levels and assisting monthly stock taking.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Check for correctness and accuracy before further processing, check for Gross Margin and correctness.
* Classification and identification of different transactions with high attention to details.
* Solve issues during entry procedure by closely co-ordination with other departments.
* Prepare Goods Received Note, Local Purchase Order, Purchase & Returns, Inventory transfer and Adjustments (Daily wastage and production).
* Continuous follow up of documents and manage for proper record, assist cashier in PoS.

**Company : Daya Group**

**Designation : Admin cum Accountant**

**Duration : August 2014 to March 2015**

Duties & responsibilities

* Process bank deposits and Prepare, send and store invoices
* Contact clients and send reminders to ensure timely payments
* Handle reception work, like attend call and maintain record,
* Day to day handling of payments timely and petty cash, updating of data in MS Excel.
* Making monthly payments like staff salary

**Company : Nadakkavil Hospital, Kerala**

**Designation : Receptionist**

**Duration : August 2013 to April 2014**

Duties & responsibilities

* Welcomes patients and visitors by greeting patients and visitors, in person or on the telephone
* Answer incoming calls; deal with inquiries and transfer calls as required.
* Schedule hospital admissions, tests, scans and outside appointments for patients.
* Ensure patient information is accurate including billing information and manage patient's records.

**LANGUAGES KNOWN**

English - Advanced

Hindi - Conversational

Arabic - Basic

Malayalam – Mother Tongue

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**PERSONAL DETAILS**

Age & DOB : 26 years, 09th February 1992

Religion : Islam

Sex : Male

Marital Status : Single

Nationality : Indian

**DECLARATION**

I herby declare that the above furnished details are true and correct to the best of my knowledge and belief.