**AKIB**

**Email:** **akib-394967@2freemail.com**



**CAREER OBJECTIVE**



**To employ my knowledge and experience with the intention of securing a professional career with the opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise. Able to juggle multiple priorities and meet tight deadlines without compromising quality.**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **EDUCATINAL** |  | **Bachelor of Art from Varanasi UP (India).** |  |
|  |  |  | **Higher secondary from Allahabad Board UP (India).** |  |
|  | **QUALIFICATION** |  |  | **Senior secondary school from Allahabad Board UP (India).** |  |
|  |  |  |  |  |  |



**PROFESSIONAL &**

**COMPUTER**

**QUALIFICATION**

**Certified Industrial Accounts from ICA.**

**MS Office**

**System Assembling OS Installation**



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| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **P ROFESSIONAL E XPERIENCE** |
| **1)** | **Company Profile** | **: Pizza Hut** |
|  | **Designation** | **: Cashier** |
|  | **Duration** |  | **: October 2013 to September 2015** |
|  |  |  |  |  |
| **2)** | **Company Profile** | **: Nathon Famous**  |
|  | **Designation** | **: Administrative Assistant cum Cashier** |
|  | **Duration** |  | **: December 2015 to November 2016** |
|  |  |  |  |
| **3)** | **Company Profile** | **: Delhi India (Catering Service )** |
|  | **Designation** | **: Administrative Assistant** |
|  | **Duration** |  | **: February 2017 to August 2019** |
|  |  |  |  |  |  |



**Key Responsibilities:**

**Maintain accurate files of adjustments and correspondence.**

**Obtain and supply documents as requested in a timely manner, when required. Preparing MRF & LPO and forwarding it to the supplier.**

**Maintaining all documents related to purchasing such as MRF, LPO, DO, and Tax Invoices. Arranging stationery items required for the office**

**Maintain the attendance sheet for all employees on a daily basis. Handle cash, credit or check transactions with customers.**

**Keep periodic balance sheets of amounts and numbers of transactions.**

**To offer relevant information and options to the client regarding their Inquiry. Transfer and announce calls to appropriate departments.**

**Foster a culture of teamwork by assisting colleagues when workload permits.**

**Help in daily office routines such as filing, answering phones, operating fax and photocopying machines. Keep the vehicle movement record on daily basis.**

**Updating material consumption details on daily basis.**

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**INTERPERSONAL**

**Active Listening**

**Ability to Work Independently Energetic**

**Decision Making Motivated**

**Multitasking**

**Maintaining Confidential Information Meeting Deadlines**

**Working well under pressure.**



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| --- | --- | --- | --- | --- |
|  |  |  | **PERSONAL** | **INFORMATION** |
| **Date of Birth** | **:** | **01st July 1990** |  |
| **Marital Status** | **:** | **Married** |  |
| **Nationality** | **:** | **Indian** |  |
|  |  |  | **PASSPORT** | **INFORMATION** |
|  | **Date of expiry** | **:** | **03rd April 2029** |  |
|  | **Place of Issue** | **:** | **Lucknow** |  |
|  | **Visa status** | **:** | **Visit Visa** |  |
|  | **Visa expiry Date :** | **January 2020** |  |



**I'm confident that my firm commitment to excellent performance and professional growth will make me a strong contributor. I look forward to meeting with you to discuss how I can best contribute to the company.**

**Best Regards,**

**Akib**

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