

# ASIF IBN ISAAKH

**Mobile** : + 971502819752 (UAE)  
: + 91-7736000583 (India)  
**E-mail** : [ASIFIBNISAAKH@GMAIL.COM](mailto:ASIFIBNISAAKH@GMAIL.COM)



## Applying For

**Document Controller/ Stock Entry/ Secretary/ Store keeper/ Data Entry/ Teacher and Etc.**

## Career Objective

To work in a challenging atmosphere which gives me opportunity to utilize all my acquired practical knowledge in the field and my multilingual experience, I bring with me a positive attitude and entrepreneurial spirit and zeal in to the work place. I am sure in my experience as **Office Manager /Document Controller / Stock Entry/ Office Secretary / Translator / Language teacher/Data entry and etc....**

## Educational Qualifications

<b>Bachelor's Degree in English</b> ( Specialized in Language & Literature)	<b>Sree Venkateshwara University</b> (Completing in the year -2023)
--	--

## Professional Experience

† **Language Teacher cum Office Secretary,** : June 2019---2021

ABHYUDAYA High School, Andhra Pradesh, India.

- Making effective and practical teaching of languages ( English) and manage the documents of the students.
- Typing, applying and preparing all types of governmental and non-governmental forms related to the institution, like Department of Education, Board of Co-ordination Committee, Courts, etc....
- Preparing papers, applications, letters, articles, news reports and related works.

† **Purchase Manager cum Stock receiver** : June 2017-2019

Hindustan Universal Limited, Budget Hyper Market ,Kerala, India

- Purchase of all cosmetic and grocery items
- Stock receiving of product
- Stock entry of products
- Stock return management
- Bill filling and follow up till payment
- Order placement

## Technical Qualifications and Trainings

- Akshaya (An Effective Project of Kerala Gov. in Computer Training)
- Online works
- Data Entry
- Typing works
- Data entry of workers and staff in kitex
- Stock entry of products

## Computer Skills

- **Typing English.**
- MS Office, high proficiency in MS word, Excel and PowerPoint applications
- Preferably working with Tally ERP 9 software.
- Data entry
- Stock Entry
- O/S installations
- Online forms filling
- All types of online activities

## Strengths & Skills

- Organizing skills and initiative.
- Desire to perform in a challenging environment.
- Good in problem solving, debugging skills.
- Work efficiently, independently or as part of a team.
- Capability to adapt to new applications.
- Self confidence and steadfastness.

## Languages Known

English, Tamil, Hindi and Malayalam . (Excellent Read, Write, Speak and Translation)

## Personal Details

Date of Birth	:	11/3/1998
Nationality	:	Indian
Passport	:	V2124858
Gender	:	Male
Religion	:	Muslim
Marital Status	:	Single

## Declaration

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

Place: Abu Dhabi

**ASIF**