



## PROFILE

Motivated Office Assistant with 2 years of experience in Product building for the UK Base websites such as QS Supplies, Aqua, Build world Etc.

Seeking to leverage proven experience and achievements into the management role in your company.

## D.O.B

14<sup>th</sup> May 2000

## CONTACT

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+971 522349253

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Deira, Dubai UAE

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Aslamshafaq07@gmail.com

## LANGUAGES

English  
Hindi  
Marathi

# SHAIKH SHAFaq ASLAM

## Office Assistant

## EDUCATION

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### ICIT

2016

Diploma Course in Computer Application

### Mumbai University

2021

B. Com

### Maharashtra Board

2018

HSC

### Maharashtra Board

2016

SSC

## WORK EXPERIENCE

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### MINT DESIGNS - Back Office Executive

15<sup>th</sup> Nov 2019 – 30<sup>th</sup> Sep 2021

- Maintaining and updating all the Website Such as QS supplies, Aqua, Buildworld and Bathroom 365.
- Maintaining and updating all the stocks on daily basis.
- Deleting all the products which is discontinued from websites.
- Maintaining all the categories of product on all the websites
- Maintaining the product pricing on daily basis.
- Updating the new products on client company websites.

## SKILLS

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- Advance MS Office
- Tally 5.4
- Adobe Photoshop

## ORGANIZATIONAL SKILLS

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- Communicator
- Innovative
- Team Player
- Thinker
- Intuitive
- Collaborative