

ASIF AFSAL



Personal

- Address**
Diamond Tower 1, Al Nahda Street,
Sharjah, UAE
0000 Sharjah
- Phone number**
00971-544421359
- Email**
Asasif497@gmail.com
- Place of birth**
Alappuzha
- Gender**
Male
- Nationality**
Indian
- Marital status**
Single
- LinkedIn**
<https://www.linkedin.com/in/asif-afsal-656144173>

Languages

- English
- Tamil
- Malayalam

Energetic and dedicated Administrative cum Account / Sales Executive and Customer service representative with 3+ years of experience flawless presentation , assembling facility reports , possess extensive expertise in Microsoft word , Excel , PowerPoint, Tally ERP9

Work experience

Administrative Cum Account Jun 2022 - Sep 2022
North zone supermarket, UAE

Maintain internal databases , Submit expense reports , Maintaining a filing system for data on customers and external partners. Hands on experience with Tally , Maintaining company data , Tally vouchers , Display and Reporting , Distribute incoming and outgoing mail , Excel, PowerPoint.

Administrative Cum Account Mar 2021 - Jun 2022
RR Plastics Glow Sign Maker's, Kerala

Maintain internal databases , Submit expense reports , Maintaining a filing system for data on customers and external partners. Hands on experience with Tally , Maintaining company data , Tally vouchers , Display and Reporting , Distribute incoming and outgoing mail , Excel, PowerPoint.

Administrative Cum Account Sep 2020 - Feb 2021
Hello Care High Tec Repair and Service, Kerala

Maintain internal databases , Submit expense reports , Maintaining a filing system for data on customers and external partners. Hands on experience with Tally , Maintaining company data , Tally vouchers , Display and Reporting , Distribute incoming and outgoing mail , Excel, PowerPoint.

Sales Executive (part-time) Feb 2019 - Jan 2021
Loco pilot Textile Wholesale Trader, Kerala

*Prepare and deliver appropriate presentations on products and services. *Conduct market research to identify selling possibilities and evaluate customer needs. *Ensure the availability of stock of sales and demonstration, *Hands on experience with PC software. Hands on experience with Tally , Maintaining company data , Tally vouchers , Display and Reporting , Distribute incoming and outgoing mail , Excel, PowerPoint.

Admin/Customer Service Representative Feb 2017 - Jan 2019
G-TEC Computer Education, kerala

*Deal directly with customers either by telephone ,electronically or face to face. *Respond promptly to customer inquiries. *Handle and customer complaints.*Product and service inquiries.*Prepare and distribute customer activity report.*Maintain customer databases.*Manage administration. *Perform customer verification.

Education and Qualifications

CCA Mar 2019 - Feb 2020
Prolance Academy, Kerala

Computerized Accounting in Tally+GST , VAT, PC SOFTWARE

BA ENGLISH Jun 2015 - Mar 2018
Sanatana Dharma College, Kerala

HIGHER SECONDARY Jun 2013 - Mar 2015
Leo XIII H S S, Kerala

SSLC May 2012 - Mar 2013
Carmel Acaademy H S S, Kerala

Skills

Microsoft word
Microsoft Excel
Microsoft PowerPoint
Tally ERP9

