

Administrative Assistant

MD SARFARAZ ALAM

☎ +971 50 586 2578

✉ [sarfarazalam030@gmail.com](mailto:sarfrazalam030@gmail.com)



OBJECTIVE

To pursue more challenging and professional assignment. To work an organization which can utilize my skills to achieve its higher goals and provide me ample opportunity to work.

ACADEMIC QUALIFICATION

RAJIV GANDHI TECHNICAL UNIVERSITY (R.G.P.V)

Bachelor of Technology in Computer Science & Engineering.

Bhopal, Madhya Pradesh.

July 2021.

DR.ZAKIR HUSSAIN HIGH SCHOOL

Intermediate, Science.

Bihar School Examination Board.

Patna, Bihar.

May 2017.

T.RAZA HIGH SCHOOL

Matriculation.

Central Board of Secondary Education.

Patna, Bihar.

May 2015.

SKILLS SUMMARY

- **Tools:** Proficient In Microsoft PowerPoint, Office, Excel, Spreadsheet, And Outlook.
- **Database:** Record and Database management.
- **Platform:** Windows, Linux
- **Soft Skills:** Leadership, Public Speaking, Time Management, Problem Solving, Pitching Ideas

EXPERIENCE

Dorabhai Pvt. Ltd.

Designation: Administrative Assistant

Kendrapara, Odisha.

Nov 2020 – Oct 2021.

- Ordered and distributed office supplies while adhering to a fixed office budget.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Maintained a clean reception area, including lounge and associated areas.
- Completed data entry, tracked resumes and maintained the applicant tracking system.
- Compiled company information and related material and distributed it to candidates

- Screened all visitors and directed them to the correct employee or office.

PERSONAL DETAILS

- Name :- Mohammad Sarfaraz Alam
- Father's Name :- Md Seraj Alam
- D.O.B :- 25/11/2000
- Nationality :- Indian
- Martial Status :- Unmarried
- Language:- English & Urdu

PASSPORT DETAILS

- Passport No. :- Z611082
- Date of Issue :- 23/04/2021
- Date of Expiry :- 22/04/2031
- Place of Issue :- Patna

DECLARATION

I hereby declare that all the statements made above are true, complete and correct to best of my knowledge.

MOHAMMAD SARFARAZ ALAM