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| **Mohammad Asad**Personal Info**Address** Hawally, Kuwait**Phone**+96560703028**E-mail**asadofficial31@gmail.com**Date of birth**30-10-2000Born In **Kuwait** | OBJECTIVEExperienced clerk with excellent communication and time management skills. Interested in the position of Office Clerk, bringing proficiency in Excel; ability to handle high volume calls; ability to keep inventory of supplies; and superior clerical skills to perform general administrative duties.  |
| EXPERIENCE Data Entry, PRIVATE * Responsibilities was to compiling, verifying, accuracy and sorting information to prepare source of data for computer entry.

 Salesman, DEBENHAMS* Present, promote and sell product/service using solid arguments to existing/potential customers.

 IT Data/Management, ZAWAYA CO.* Supported entire system administration for Zawaya Co.
* Making reports of entire data & manage their system.

EDUCATION * Currently studying Association of Chartered Certified Accountant (ACCA)
* Intermediate in Computer Science (ICS)
* Matriculation in Computer Science (SCC)

 SKILLS & ABILITIES * Microsoft Office
* E-mailing & networking
* Computer System
* Social Media
* System Controller

COMMUNICATION * English
* Arabic

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