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| **Mohammad Asad**  Personal Info  **Address**  Hawally, Kuwait  **Phone**  +96560703028  **E-mail**  [asadofficial31@gmail.com](mailto:Asadshahbaz09@gmail.com)  **Date of birth**  30-10-2000  Born In **Kuwait** | OBJECTIVE Experienced 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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