

KASHIF FAIZAN ALI



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Nationality: Indian.



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DOB: 05th July 1994



English, Hindi & Urdu



Fitness Workout & Cricket



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Applying for Admin Officer

CAREER OBJECTIVE:

Strongly desire to pursue my career in a well-established industry. I have enclosed **5+ Year's** of experience in **Admin Officer**. Keeping the present scenario in mind, I look for an opportunity that would bring out the best of my potential.

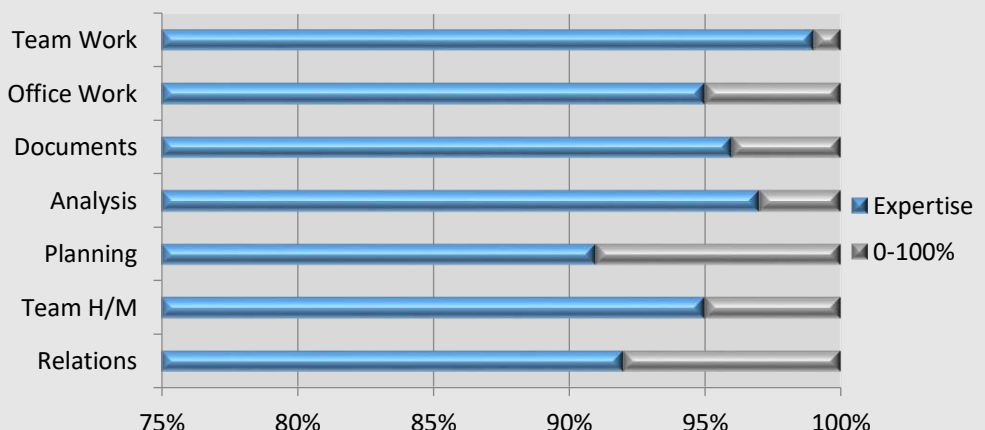
ACADEMIC QUALIFICATION:

- **M.B.A in HRM** completed from **I.E.C. University (H.P)** in 2019.
- **Bachelor of Arts (English)** completed from **ANS Collage, Jehanabad (M.U.)** in 2017.
- **Intermediate (Science)** completed form B.S.E.B. Board in 2013.
- **Matriculation** completed from B.S.E.B. Board in 2010.

TECHNICAL QUALIFICATION:

- **Diploma in Computer Application.**
- **Ms Office:** (Ms Word, Ms Excel, Ms Power Point, Ms Access)
- **Tally (ERP).**

KEY POINTS:



ORGANIZATION SKILLS:

- Knowledge of applications related to MS Office, Powerpoint & MS Excel.
- Youthful yet very mature, willing to learn and grow.
- Self-motivated, , Excellent Problem Solving Skill, Time Management Skills, Organizing Skills.
- Ability to work under pressure and can easily adapt under any enviroment.
- Good communication skill and Leadership qualities.
- Sincere, loyal hardworking, honest & always willing to learn more and more for bright furture career.

ORGANIZATION EXPERIENCES IN DETAILS:

EMPLOYMENT HISTORY:

Duration : 10TH Sep 2020 To 15TH Jan 2022.
Designation : Asst. Admin Manager
Name Of Company : MSS (Manoj Service Station).
Company Profile : OIL & GAS.



JOB RESPONSIBILITIES:

Joined this company in 2020 as **Asst. Admin Manager** in Jehanabad (India) and my job responsibilities cover the following points given below,

- Performing day-to-day managing tasks such as maintain the company and files and processing paperwork.
- Always achieve the target as per requirement.
- Perform general office duties such as ordering material, and performing basic book keeping work.
- Verify every replicated orders and the stock availability.
- Actively looking for ways to help other office people resolve their issue and complains.
- Short and distributed all incoming emails and phone calls and took the appropriate action.
- Scheduled meeting for the company needs and answered phone calls and greet visitor to the office.
- Provide new hires with supplies, name tag, mailbox, and business cards for new employee.

EMPLOYMENT HISTORY:

Duration : 04th Aug 2019 To 31st July 2020.
Designation : Admin Officer
Name Of Company : A.N.M.C.H. College.
Company Profile : Hospital



JOB RESPONSIBILITIES:

- Took necessary action to support administrative clearance.
- Kept records about the admin task with using corporate software.
- Obtain the orders from end users and completed the task on time.
- Verified every admin task and complete on given time or period.
- Obtained the task from superior and complete the task on given time with priority.

EMPLOYMENT HISTORY:

Duration : 17th August 2017 To 30th July 2019.
Designation : Clerk cum Admin Asst.
Name Of Company : Akanksha Enterprises Pvt. Ltd.



ORGANIZATION EXPERIENCES IN DETAILS:

Well Communication Skill, Team Handling, Excellent Problem Solving Skill, Team Management, Organizing Skills, Calendar Management, Time Management, Active Listening & Learning, Excellent Interpersonal Skills. Moreover, always willing to learn more for bright career.