



ASHIQ CK

OFFICE ASSISTANT

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Chakkikulathil House, Vengoor,
Thelakkad PO, PIN: 679325,
Malappuram, Kerala, India

About Me

I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I have more than 3 years of experience in managing and leading teams across multiple sectors. I am eager to learn, I enjoy overcoming challenges, and I have strong technical skills as well as excellent interpersonal skills, enabling me to interact with a wide range of clients. I am eager to be challenged in order to grow and further improve my skills. My greatest passion in life is using my technical know-how to benefit other people and organisations.

Skills

- MS Office
- Spreadsheets & presentations
- Email Management
- Web Design
- Data Entry
- Video Conferencing
- Social Media

Personal Details

Date of Birth : 20 April 1996
Gender : Male
Marital Status : Single
Nationality : Indian

Languages

English Malayalam
Hindi Tamil

Experience

TEMPORARY OFFICE ASSISTANT

2021 - 2023

India Post, Government of India

Malappuram, Kerala, India

Worked as temporary office assistant in Pattikkad post office for one year and ten months. Works are based on receiving daily articles, sorting into various branches, collecting our assigned beat's articles, after registration deliver to the person by evaluating personal id and submit the daily delivery reports to the higher official.

OFFICE ASSISTANT

2019 - 2020

Rasha Agencies

Malappuram, Kerala, India

Worked as an office assistant in a money transfer agency in Perinthalmanna where other state natives whose working in Kerala send money to their native places for one year and eight months. The works including registration of bank account in the server, checking of beneficiary id, collect money from customer precisely, send money safely, giving sealed receipt to the customer, after one day's sale deposit money in the agency's bank account, make daily reports and send it's copy to the manager.

WEB DEVELOPER

2017 - 2018

Smart Software Solutions

Malappuram, Kerala, India

Worked as a web developer in Perinthalmanna for one year. Built both front end and back end of various web sites like consultancy, matrimony, real estate, etc. Checking the working of websites and database management were also part of the work.

Education

B.Sc PHYSICS

2014 - 2017

ISS Arts and Science College, Ponniakurissy, Perinthalmanna
University of Calicut, Kerala, India

+2 CERTIFICATE

2012 - 2014

Board of Higher Secondary Examination
Govt Model Higher Secondary School, Perinthalmanna
Directorate of Higher Secondary Education, Kerala, India

SECONDARY SCHOOL LEAVING CERTIFICATE

2012

Board of Public Examinations
Islamiya College H S Santhapuram, Pattikkad
General Education Department, Kerala, India