

Abu Anas Siddique

Location: Ranchi, India | PIN: 834001

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Career Objective

A motivated professional seeking a role in Data Entry or Administration to utilize my skills in organization, data management, and operational efficiency while contributing to the growth of the organization.

Education

Bachelor's in Geography (Hons.)
Ranchi University, 2018

Professional Experience

Store Manager

Elogcart Pvt Ltd. (Apna Mart), Ranchi, Jharkhand

June 2024 – October 2024

- Oversaw inventory management and operational activities.
- Maintained accuracy in data entry using software tools like Google Sheets.
- Conducted regular stock audits and ensured compliance with store standards.

Manager

Karim's Restaurant (Original from Delhi-6), Ranchi, Jharkhand

August 2021 – June 2024

- Managed daily operations, supervised staff, and resolved customer queries.
- Performed inventory checks and optimized operational processes.
- Successfully implemented problem-solving techniques to improve efficiency.

Admin Executive

Chotanagpur Engineering, Ranchi, Jharkhand

October 2018 – June 2021

- Coordinated administrative tasks and ensured smooth office operations.
- Managed communication between departments and maintained documentation.
- Developed and streamlined processes for enhanced productivity.

Skills

- Data Entry & Management: MS Office (Excel, Word), Google Sheets
- Administrative Tools: Pet-Pooja, Tez POS
- Operations & Inventory Management: Stock Auditing, Compliance Checks
- Soft Skills: Problem Solving, Communication, Organizational Efficiency
- Other Skills: Internet and Email Handling, Basic Stock Market Knowledge

Achievements

- Awarded First Prize in School Sports Competitions.
- Recognized for contributions to cultural activities during school events.

Personal Information

- Date of Birth: 21st January 1996
- Nationality: Indian
- Marital Status: Unmarried
- Languages: English, Hindi, Urdu

Declaration

I declare that all the details provided above are true and correct to the best of my knowledge.

Abu Anas Siddique