

ACCOUNT ASSISTANT/OFFICE ADMIN/COMPUTER OPERATOR

Faizan Warsi

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Objective:

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

EDUCATION

CHTRAPATI SAHU JI MAHARAJ
UNIVERSITY
BACHELOR'S OF COMMERCE

SKILLS

Typing 30 word/ minute



Communication



Microsoft Office



Active listening



Customer Service



EXPERIENCE

STORE KEEPER

R.K. leather goods | Kanpur - India | 2021-2022

Supervise daily production operations to ensure efficient and timely s a Store Keeper at Orca Feed Factory LLC, I am responsible for managing the storage and distribution of materials and products within the warehouse. My role involves ensuring that inventory levels are maintained, materials are properly stored, and that all records are accurate and up-to-date. I play a key role in supporting the production process by ensuring that necessary materials are readily available when needed

ACCOUNT ASSISTANT / OFFICE ADMINISTRATOR

ORCA FODDERS FACTORY LLC | UMM AL QUWAIN -UAE 2022 – TILL TODAY

Detail-oriented and organized professional with two years of experience as an Account Assistant cum Office Administrator. Proficient in handling financial records, managing office operations, and providing administrative support to ensure smooth business functioning. Skilled in bookkeeping, invoicing, office management, and customer service. Adept at multitasking and maintaining accuracy in a fast-paced environment. Seeking to leverage expertise in both accounting and office administration to contribute effectively to Company.