

# RASHIQ KASIM



rashiqk.o@gmail.com

+971 56 779 7392

DUBAI, UAE 05/01/2000

INDIAN SINGLE

## SKILLS

- GOOD LISTENER
- COMPUTER KNOWLEDGE
- TIME MANAGEMENT
- COMMUNICATION
- PATIENCE
- TEAM WORK

## LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM

## COURSES

### COMPUTER SKILLS

Photoshop  
MS Office

### OPERATING SYSTEM

Windows and mac os

### ACCOUNTING SOFTWARE

Tally solutions

## PROFILE

To be a part of a team of achievers in a professionally managed organization to help me learn much more things, while contributing whatever learnt in the past, enabling me to grow along with the organization.

## EDUCATION

### BACHELOR OF COMMERCE, CALICUT UNIVERSITY

2021 | KERALA, INDIA

### HIGHER SECONDARY EDUCATION BOARD, BIOLOGY SCIENCE

2018 | KERALA, INDIA

### BOARD OF SECONDARY EDUCATION, CBSE

2016 | DELHI, INDIA

## WORK EXPERIENCE

### OFFICE ADMINISTRATION, SHANIBA DRIVING SCHOOL

06/2023 – 11/2023 | ALATHIYUR, INDIA

- Collecting data and upload on required portals.
- Preparing minutes and records.
- Provide guidance to customers.
- Handle monthly closings.

### BUSINESS DEVELOPMENT EXECUTIVE, HOME DESIGN CURTAIN

04/2022 – 05/2023 | TIRUR, INDIA

- Advising and serving customers.
- processing payments.
- Ensuring stock level are well maintained.
- Arranging window displays.

### DATA ENTRY & DTP, GOOGLE ONLINE SERVICES

04/2021 – 03/2022 | TIRUR, INDIA

- Online applications and fee payment.
- Agreement typing.
- Online payment, Money transfer.

## Declaration

I hereby declare that above mentioned are correct and complete to best of my knowledge and belief

RASHIQ KASIM