

# Apply for a position : Apply For Suitable Post

Period Of work experience in 10 years



**SAJID AHAMAD KHICHI**

## Contact Details:

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## Personal Details:

Name- Sajid Ahamad Khichi  
Father's Name- Abdul Gafur Khichi  
Date of Birth- 12-07-1992  
Marital Status- Married  
Nationality- INDIAN

## Education qualification:

B.A.

M.D.S., Ajmer University (INDIA)

## Technical qualification:

1- RS-CIT (Computer Diploma)  
VMOU Kota, 2014

## Key Skills:

Data Entry, office Management,  
co-ordinate Society

## Objective

Work with full commitment and dedication for the interest of the organization. To attain a position at work place which helps me to utilize my knowledge, abilities and skills for achievement oriented work to be a part of an organization where I can learn contribute and explore my knowledge and experience about office manager to be the maximum asset to the respective organization.

## Strength:

efficient in works with positive and hardworking, organized, resourceful, honest and willing to learn and invest time and effort to accomplish assigned task.

## Key skilling

- Office Management
- Team building & Supervision
- Staff Development & Training
- Policies & Procedures Manuals
- Report & Document Preparation
- Spreadsheet & Database Creation
- Accounts Payable/Receivable
- Bookkeeping & Payroll

## Experience Highlights:

### TOTAL EXPERIENCE - 5 YEARS

#### Al -furquan Globle Welfare Education Society

office Assistance 2014 - 2018

#### Iqra Public Welfare Trust

Manager 2018 - 2020

#### Dayanand Sarswati Society

office Manager 2020 - 2022

#### Prince Welfare Trust

office Manager 2022 - till

### Passport Details:

Passport Number- R5085351  
Date of Issue- 15-09-2017  
Date of Expiry- 14-09-2027  
Place of Issue- Jaipur  
INDIA)

### Language Know:

English, Hindi, Urdu

### Additional space and capabilities

- Positive attitude and professional demeanor.
- Able to operate computer and perform arithmetic calculations.
- Good command in M.S. office Software.
- Flexible schedule: Available at nights, weekends or early morning.

### Duties & responsibilities

- Managed all aspects of office operations, including budgeting, procurement, and facility management.
- Supervised a team of 10 administrative staff, providing training, guidance, and performance evaluations.
- Implemented efficient systems for record-keeping, document management, and inventory control.
- Oversaw the coordination of meetings, conferences, and travel arrangements for executives and staff.
- Collaborated with department heads to develop and implement office policies and procedures.
- Conducted regular audits to ensure compliance with company standards and legal requirements.
- Streamlined administrative processes, resulting in a [percentage] increase in efficiency and productivity.
- Provided audits of document control practices within the project.

***I hereby declare that the above mentioned information is fact and correct to the best of my knowledge.***

Place: INDIA

**Sajid Khichi**