



Mohd
Asif

A d m i n i s t r a t i o n

- 9140143224
- mdasif2100@gmail.com
- Lucknow UP India
- 28-04-1994

A B O U T M E

Maintaining records, and supporting smooth organizational workflows. Known for reliability, punctuality, and a proactive approach to problem-solving. Currently seeking a new opportunity to grow and contribute in a dynamic work environment.

S K I L L S



E X P E R I E N C E

Admin Executive

2 Years Experience

Compass/Reliance Lucknow

As an Admin Executive, I have been efficiently handling daily office operations to ensure smooth functioning of the workplace. I am experienced in managing resources, coordinating staff, and maintaining essential records.

- Stationery and office supplies management
- Employee sitting arrangement and workspace setup
- Guiding and supervising housekeeping staff
- Maintaining employee records and data
- Handling daily administrative tasks and support
- Coordinating with vendors and service providers
- Assisting in office cleanliness and maintenance
- Managing couriers and basic office documentation

E D U C A T I O N

Bachelor of Art
Mumtaz PG College

Intermediate
Bright career Inter College

High School
Bright Career Inter College

Networking and Computer Fundamental
from Jetking Institute Lucknow

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