



Mohd  
Asif

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



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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

7 / 10

Office Administration

8 / 10

Record & Data Management

9 / 10

Team Coordination

10 / 10

Vendor & Facility Management

## 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

**Mohd Asif**