



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

SKILLS

7 / 10

Office Administration

8 / 10

Record & Data Management

9 / 10

Team Coordination

10 / 10

Vendor & Facility Management

EDUCATION

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

ABOUT ME

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.

EXPERIENCE

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

Mohd Asif