

ASGAR HUSAIN

Indian, Married, Male,

Address: 498/17 Near Church
Daliganj Lucknow
-226020
Mobile: +91 8564928654
E-mail: Asgarhusainsid@gmail.com

Executive

Having 4+ years of Experience.

Worked for Peregrine Guarding Pvt. Ltd in HCL.

EMPLOYMENT DETAILS

Executive at Peregrine Guarding Pvt. Ltd in HCL

Lucknow -INDIA

Feb-2019 to till date

Job Title: Executive

- Assisting and coordinating with the team.
- Assisting the Front Office team.
- Managing the Emails, calendar ,Travel
- Verifying data
- Troubleshoot and resolve customer queries.
- Data Entry
- Create Spreadsheet
- Update existing information.
- Assisting with inventory control.
- Processing company receipts, invoices, and bills.
- Assisting and supporting management.
- Performing basic admin duties including, sending emails, and ordering office supplies.
- Coordinate with multiple departments and vendors.
- Ensure documentation is completed accurately and on time.
- Sending of daily Headcounts.
- Emails to the seniors about work progress.
- Preparation of various reports.

I.A CHIKAN Lucknow

Lucknow-INDIA

May 17 to Jan-2019

Job Title: Hr and Admin Executive

- HR Related Work like Source Candidates from portal and take telephonic interviews.
- Joining formalities.
- Perform general administration duties
- Day-to-day office operations
- Maintain filing System.
- Calling to vendors
- Maintain Records.
- Maintain Attendance sheet.

ACADEMIC BACKGROUND

MBA-HR and OPERATIONS
B. Com

National Institute of Business management -Chennai.
Lucknow University-Lucknow

Year completed: 2013
Year completed: 2007

CERTIFICATIONS

Certificate in Course on Computer Concepts

National Institute of Electronics and Information
Technology.

Year completed: 2019

PROFESSIONAL DEVELOPMENT

- Hands on experience of relevant applications Microsoft Office efficient user, Internet and Emails, Teams

OTHER INFORMATION

- Leisure activities include travelling and Playing Cricket.

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge and belief. Further, I understand that, at any stage, the above statement is found false my service is liable to be terminated.

Date:

Place: Lucknow

Asgar Husain