

Shaharukh Husen
Email: miya.hussain67@gmail.com
Mobile No. +974-66148386

Career Summary

A highly resourceful, flexible, innovative & enthusiastic individual who possesses a considerable amount of knowledge regarding administrative & Customer Services, quick learner how and absorb new ideas & is experienced in coordinating, planning & an excellent team player with a proven ability to work proactively in a complex and busy office environment.

WORK EXPERIENCE

Admin assistant 27th March 2012

Retail Operation Division -Qatar Fuel (WOQOD)

Working as part of a team and responsible for providing an efficient & professional Service to Customers & Station.

Duties:

- Customer Strives,
- Merchandising,
- Assisting in admin related office Assistant.
- Handling incoming / Outgoing Calls, correspondence.
- Printing, photocopying & scanning.
- Assisting in staff uniforms inventory as necessary.
- Creating and modifying document using Microsoft office.
- Updating, processing & filing of all documents.
- Punctual & reliable.
- Ability to cope & work under pressure.

KEY SKILLS AND COMPETENCIES

- Office Procedures.
- Data Management.
- Customer Service.
- Minute Taking.
- Store items management.
- Filing / archiving.

ACADEMIC QUALIFICATIONS

High school graduation.

Information Technology

Diploma in Computer Application
Computer Literate
Internet Literate
Microsoft Office Suite Literate

Key Features

- Punctual & reliable.
- Ability to cope & work under pressure.
- Customer service
- Team morale
- Decision making

PERSONAL DETAILS

- | | | |
|------------------|---|--------------------------------|
| ➤ Name | : | Shaharukh Husen |
| ➤ Date of Birth | : | 10-Sep-1991 |
| ➤ Religion | : | Muslim |
| ➤ Marital Status | : | Single |
| ➤ Nationality | : | Nepali |
| ➤ Language | : | English ,Hindi, Nepali ,Arabic |
| ➤ Passport No | : | 12191437 |