

PROFILE HIGHLIGHTS

[linkedin.com/in/ashique-v-k-151695196](https://www.linkedin.com/in/ashique-v-k-151695196)



Professional with over 4 years of experience as Admin Assistant and various administrative roles. Have immense experience in Admin department and document controller. Flexible and hardworking administrative who excels at multitasking and following instructions to achieve company goals and meet necessary deadlines. Unwavering and always looking forward to bringing my best to the table each and every day. Very willing to relocate. **(Visa Status : Cancelled Visa)**

WORK EXPERIENCE

Admin Assistant at World Star Manpower Supply

(Abu Dhabi ,UAE)

1 Year and 6 Months



- Telecommunication activities, answering calls, transferring calls to the right person or to the right department, and receiving and distributing messages.
- Type letters and reply to the inquiries made.
- Sort and file papers, memorandum, invoices, letters, etc.
- Assisting the senior clerk or other support staff in the administrative functions.
- Photocopying necessary documents and filing them properly.
- Updating the computer database by data entry.
- Compiling office records and updating the files.
- Sorting and distributing incoming mail and organizing the outgoing mail.
- Attending to the inquiries and providing the necessary information to the customers.
- Making the necessary arrangements for meetings between departments and or between the organization and the clients.

Tele Sales and Document Controller at Marmoom Manpower Solutions

(Dubai , UAE)

6 Months



- Reach out to existing and potential customers to present our products and service offering.
- Address any questions or issues customers have.
- Communicate with customers to understand their requirements and need.

- Direct prospects and leads to the sales teams.
- Keep an updated customer data base.
- Track and document calls and sales.
- Update client and project documents in Software.
- Follow upping outstanding payments and documents and prepare reports and submit to sales and manager.
- Prepare Quotation and sending too clients.
- Preparing sales reports weekly.



Document Controller at Al Amri (Salalah, Oman)

2 Years Above

- Receive and distribute incoming and outgoing documentation.
- Scan, index and log incoming and outgoing documents into the existing DC system.
- Distribute, scan, index, file, and archive documents such as material submittals, drawings, financial contracts, and financial documents.
- File and archive Program related documents.
- Controlling company and project documentation.
- Sorting and storing and retrieving electronic and hard copy documents on behalf oof clients and industry professionals.
- Producing document progress reports for senior managers.
- Ensure documents are shared at keys times to facilitate timely project completion.
- Using soft copies to avoid more paper usage and increasing work productivity.

EDUCATION

SSLC - KERALA STATE OF BOARD - 2008

PLUS,TWO KERALA HIGHER SECONDARY BOARD-2010

AREAS OF EXPERTISE

MS Excel
MS Word
Microsoft Office
Outlook
ERP Software
CRM Software

LANGUAGES KNOWN

English, Arabic ,Hindi, Malayalam

PERSONAL

DOB: 22 April 1993
Kerala, India
Passport No. K0515520
Cancelled Visa
GCC Driving License (Oman)

Ref No: WSM/EC/001

Date: 17/10/2021


TO WHOM IT MAY CONCERN

This is to certify that Mr. Asique Vadakke Kaniyankankandiyil Passport No: K0515520 was employed as Admin Assistant at World Star Manpower Supply. His duration of work is 04/03/2020 to 13/10/2021. He had served the company for One Year and Seven Months.

During the tenure mentioned above, he has fulfilled his duties and responsibilities which was assigned to him. We found he is competent and active with sincerity and determination. He is professionally sound and hard-working.

His contribution to the organization and its success will always be appreciated. We wish all the very best for his future endeavors.

Yours sincerely,



16/10/2021

Mr. Abdul Kasim

HR Manager

