ARAFATH IN ASHRAF

Mob | +971 543 499 624

E-mail | arafathinashraf91@gmail.com

ADMIN ASSISTANT

Profile

To associate with a successful and reputed organization where i can take up a challenging job and prove myself to be an asset to the company and enhance my skills by learning and equipping myself.

Personal

Gender	Male
Maritial Status	Single
Date of Birth	21.11.1991
Nationality	Indian
Passport No.	K9772842

Languages Known

English

Hindi

Malayalam

Tamil

Skills

Focuse

Self-confidence

quick learning

Leadership and team spirit

Hard Work

Good Listener.

Computer Skill

Languages	■	C	C++	JAVA	ASP.Net
Operating Systems	■	Windows	Linux		
Others	■	Hardware assembling and installation System Troubleshooting, MS Office well versed with internet.			

Education

2011 - 2014

MG University | India

BSc Computer Science

50%

2010 - 2011

VHSE | India

Plus Two

62.8% mark

2009-2010

National Literacy Promotion Council | India

Diploma in Office Automation

76.5%mark

Experience

Aug 2015 to Sept 2016

Admin Assistant | India

Al-Aman Construction Company

July 2014 - July 2015

Office Assistant | India

Thronex Technologies

Al-Aman Construction Company

Duties and Responsibilities

- Duties may include fielding telephone calls, receiving and directing visitors.
- Performs administrative and office support activities for multiple supervisors.
- Word processing, creating spreadsheets and presentations, and filing.
- Co-ordinator or associate.

Thronex Technologies

Duties and Responsibilities

- Extensive software skills, Internet research abilities and strong communication skills are required.
- Duties may include fielding telephone calls, receiving and directing visitors.
- Staff in this category may also have the title of department assistant
- Co-ordinator or associate.

+ PROJECTS

MINI PROJECT

Topic	|	M-SAC
Front End	|	Java
Back End	|	My SQL Server 2008
Organization	|	NIIT Ltd, Pathanamthitta

M-SAC expansion is Management System for Advocates to handle Clients. By developing this system based application program for advocates to handle their clients details, case details etc… and reduce their paper works. This is completed with java programming language.

MAIN PROJECT

Topic	|	M-SAC
Front End	|	ASP.Net
Back End	|	My SQL Server 2008
Organization	|	NIIT Ltd, Pathanamthitta

M-SAC expansion is Management System for Advocates to handle Clients. By the help of the system based application program ,we develop a web based application for ease of access to advocates for handle their clients details, case details etc… and reduce their paper works. This is completed by the help of ASP.Net programming language.

+ DECLARATION

I hereby declare that all the details mentioned above are true to the best of my knowledge and belief.

ARAFATH IN ASHRAF