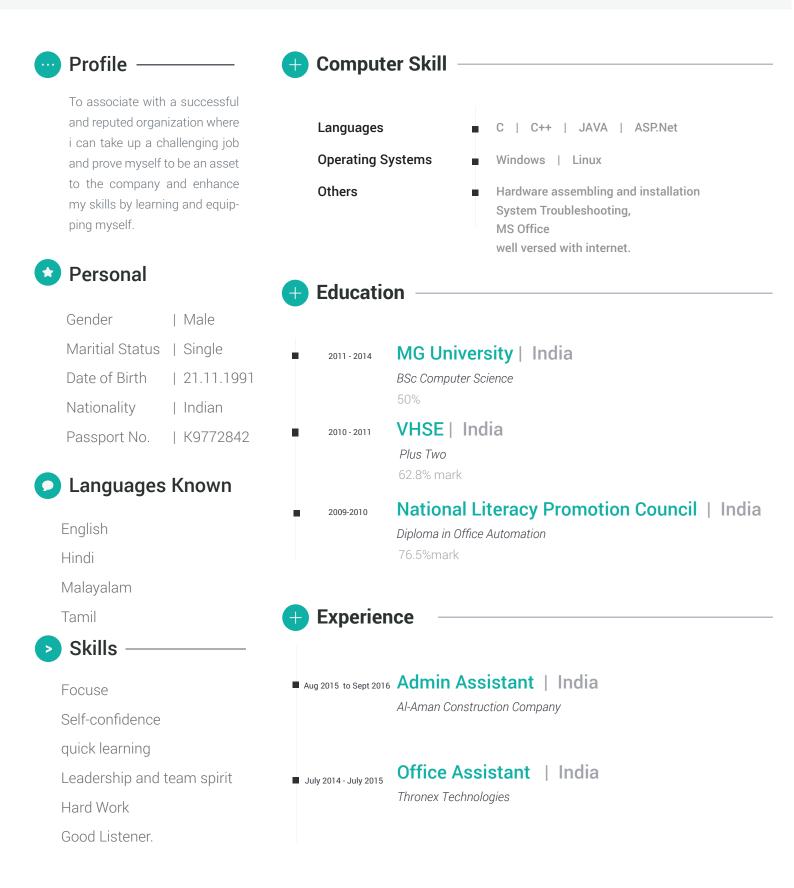


# **ARAFATH IN ASHRAF**

Mob | +971 543 499 624 E-mail | arafathinashraf91@gmail.com

### ADMIN ASSISTANT



## **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

Торіс		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

Торіс		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.

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