

About Me



2 Years experience

June 15, 1994

Maulana Azad Nagar Aligarh, UP

7417534516--7302507615

abdulkayaminfo@gmail.com

Career Objective

Strong analytical thinker, constructive problem solver, and an excellent communicator. Hopeful for the position of an Administrator to apply 2 years of administrative experience to manage and create effective workflow between systems and groups.

Education

Bachelor of Arts

Aligarh Muslim University, Aligarh
Aligarh, Uttar Pradesh

Graduated, 2017
Division II

B.Lib

Aligarh Muslim University, Aligarh
Aligarh, Uttar Pradesh

Pursing - 2020

Intermediate

N. L. G. I. C, Aligarh
U.P Board
Aligarh, Uttar Pradesh

Passed 2012
Division II

High School

N. L. G. I. C, Aligarh
U.P Board
Aligarh, Uttar Pradesh

Passed 2010

Division II

Work Experience

MAHENDRA EDUCATIONAL PVT LTD

Aligarh Branch.

PROFILE: SENIOR ADMIN EXECUTIVE

From 01/05/2018 to till now

Admin work	Sale & Marketing work
Manage All classes as per subject Schedule	Conduct seminar in College and School
Management of Store & Stock.	Canopy in nearby branch
Counseling for Student.	Calling on Student data for admission
Management & maintenance of I.T Equipments (Laptop computer projector CCTV)	Visit nearby school & college
Sent daily ,monthly ,yearly, organization growth report to Head office	
Audit to account reports.	

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From 20/06/2016 to 15/12/2017

Profile:- As a Store in Charge

➤ <i>Material Receipt</i>	➤ <i>Physically Checking weekly Basis</i>
➤ <i>Making P. O (Purchase Order)</i>	➤ <i>Stock reconciliation Physical Vs. System stock.</i>
➤ <i>Maintain of Store inventory.</i>	➤ <i>Maintaining stores as per latest Material</i>
➤ <i>Material Issued, Material Stored Proper Place</i>	

Skills

- Teamwork
- Adaptability
- Time management

Computer Proficiency

- ❖ 1 Year Computer diploma (D.C.A) from Asian Computer Centre, Jamalpur Aligarh.
- ❖ Computer Concept Course (CCC) from NIELIT.
- ❖ Good knowledge of Computer Hardware, Software.
- ❖ Software knowledge of M.S Word .M.S. Excel, Photoshop, Corel Draw.

Languages

- ❖ Hindi
- ❖ English

Personal Interests

- ❖ Listen music
- ❖ Reading Newspaper

Personal Details

Father's Name : Mr. Chhote Khan

Marital Status : Single

Nationality : Indian

Gender : Male

Religion : Islam

Strength : Confident, Punctuality, Good listener

And Quick learner.

Declaration

I, Abdul Kayam, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Abdul Kayam

Aligarh, 202001
Uttar Pradesh