



ABDULLAHIL ASGAR YASEEN

Phone

+971 567006239

Email

asgaryaseen56@gmail.com

Address

Dubai, United Arab Emirates

About Me

Detail-oriented and organized professional seeking a office position to leverage strong office management, communication, and problem-solving skills.

Eager to contribute to a dynamic team by ensuring efficient day-to-day operations, maintaining records, and delivering excellent customer service

Skills

- Proficient in office software
- Strong organizational and multitasking abilities
- Excellent written and verbal communication
- Leadership and team management skills
- Problem-solving and decision-making abilities
- Priorities and handle a variety of duties on short notice

Certified Courses

Arabic and English Typing
(Ace Accounts ,Kasaragod , Kerala)

ISM Malayalam Typing
(Sree Sankaracharya Computer Centre, Kasaragod, Kerala)

languages

- English
- Hindi
- Malayalam
- Tamil

Experience

Clerk cum Data Entry Operator 2020 - 2024

Local Self Government Of Kerala State – India
(Chengala Grama Panchayat)

- Entering and updating records, maintaining databases, and filing documents for easy retrieval
- Drafting, editing, and formatting reports, letters, memos, and other documents
- Managing calendars, setting appointments, and organizing meetings for staff or executives.
- Responding to phone inquiries, directing calls, and managing incoming and outgoing emails
- Assisting with basic financial tasks, such as processing invoices or payments
- Assisting colleagues and managers with various tasks, including research and project support

Cashier 2018 - 2019

Carrefour Hyper Market, United Arab Emirates

- Scanning items, applying discounts or promotions, and ensuring accurate billing for customers
- Accepting cash, credit/debit cards, and other payment methods, and issuing receipts
- Answering customer questions, assisting with product information, and resolving any issues related to pricing or transactions
- Ensuring the register is balanced at the beginning and end of the shift, counting cash, and reconciling discrepancy.

Office Secretary 2017 - 2018

PBM English Medium School – Recognized by the Government of Kerala

- Update and maintain accurate student records, including enrollment forms, attendance, and disciplinary reports
- Coordinate appointments, meetings, and events for the principal or other school administrators. This may include parent-teacher conferences, staff meetings, and school events.
- Assist with financial tasks, such as collecting payments for school fees, field trips, or other activities, and ensuring proper documentation

Achievement

Best Cashier of the Month - 2019
Carrefour Hyper Market ,Mall of Emirates ,Dubai

Education

- Bsc. Computer Science 2014 - 2017
Kannur University, Kerala, India
- Computer Science 2012 - 2014
Kerala State Higher Secondary Examination, Kerala, India