CONTACT

+974-70757112

farhanahmad8082@gmail.com

Doha Qatar

EDUCATION

- SIDDHARTH UNIVERSITY, INDIA
  Bachelor Degree

CERTIFICATIONS & TRAINING

- Diploma in Computer Hardware & Networking
- Microsoft 365 Applications
- VMware & Hyper-V
- Tally ERP9

PERSONAL DETAILS

- Date of Birth: 28/04/1998
- Marital Status: Single
- Nationality : Nepali
- Qatar ID No. : 29852427118
- Expiry Date : 013/06/2026

ADDITIONAL INFORMATION

- Excellent communication and interpersonal skills
- Strong organizational and multitasking abilities
- Able to work independently or in teams
- Available immediately and willing to relocate

LANGUAGES

- English
- Hindi
- Nepali

FARHAN AHMAD MUSALMAN

PROFESSIONAL SUMMARY

Highly organized and proactive Office Administration & Back-Office Professional with experience in documentation, data entry, scheduling, customer handling, file management, and operational coordination. Strong command over MS Office, Google Workspace, and administrative processes. Known for accuracy, communication skills, and the ability to manage multiple tasks efficiently in fast paced office environments.

PROFESSIONAL EXPERIENCE

Customer Service / Operations Assistant — Anup Money Transfer Sewa, Nepal (Apr 2024 – Feb 2025)

- Performed administrative tasks including documentation, data entry, and report preparation.
- Handled customer queries, front-desk communication, and service coordination.
- Managed digital and physical files, ensuring proper record accuracy.
- Coordinated back office operations including scheduling and workflow support.
- Supported operational processes such as account documentation and verification.

Technical Support Engineer — Sparsh Institute of Computer Technology, India (Sep 2016 – Aug 2018)

- Provided administrative and technical support for office operations.
- Handled documentation, inventory records, and system log updates.
- Assisted users with office applications and communication tools.

Core Administrative Skills

- Office Administration & Coordination
- Document Preparation & Management
- Data Entry (35–50 WPM)
- Report Creation (Excel)
- Scheduling & Meeting Coordination
- Email Handling & Communication
- Customer Service & Support
- Back Office Operations
- File Management (Digital & Physical)
- Multitasking & Time Management

Computer Skills

Microsoft Office Suite

- Word — Documentation
- Excel — Reporting, Formatting, Data Handling
- PowerPoint — Presentations
- Outlook — Email Management
- OneNote, Teams, SharePoint

Google Workspace

- Docs, Sheets, Drive
- Meeting tools: Google Meet, Zoom

Other Tools

- Team Viewer, Any Desk
- Tally ERP9