



MOHD ASIF

+974 71310327 | asifprivate2003@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- 1. Assisted in daily data entry tasks using MS Excel and internal software.
- 2. Supported document printing, scanning, and file organization.
- 3. Maintained digital records and updated information in databases.
- 4. Helped monitor office email and responded to basic queries.
- 5. Learned to manage file backups and basic system checks.
- 6. Supported senior staff in preparing reports and presentations (Word, Excel, PowerPoint).
- 7. Worked with *Windows OS and basic networking concepts*.
- 8. Ensured system and data confidentiality during day-to-day operations.
- 9. Handled typing tasks in English

Education

- **Career convent college** 2019
High school degree
65%
- **Career convent college** 2021
Inter school degree 12th
75%
- **Integral University** 2024
Bachelor of commerce
First Division Percentage 71.8%

Skills

- Teamwork & cooperation
- Fast learner & physically active
- Basic computer knowledge
- Flexible with timings and duties
- Good communication in multiple languages

Languages

- ENGLISH • URDU • HINDI

Personal Details

- Date of Birth : 11-07-2003
- Marital Status : Single
- Nationality : Indian
- Religion : Muslim
- Passport : X5610806
- Gender : Male

Additional Information

Ready to join immediately
- Valid Qatar ID

Serial No. : 24079134



Enrollment No. : 2100102764
ABC/APAAR ID : 122423685962



Integral University

Lucknow (India)

Upon the recommendation of the Academic Council, hereby confers the degree of

Bachelor of Commerce (Honours)



Mohd Asif

who has successfully completed the course of studies as prescribed under the regulations and passed the final examination of the academic session 2023-2024

in

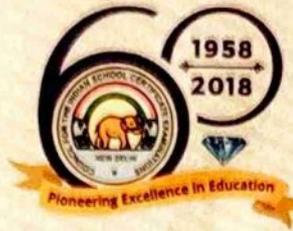
First Division

Date of Issue : 04 Nov, 2024
Lucknow (U.P.), India



[Signature]
Vice Chancellor

No. TF 90134989



1196293/167

135028

PASS CERTIFICATE

No divisions are awarded

This is to certify that **MOHD ASIF**
of **CAREER CONVENT COLLEGE, VIKAS NAGAR, LUCKNOW**

Unique ID 6975816

Son of

Smt **QURAI SHA BANO**

Shri **MOHD JAMALUDDIN**

was awarded an

INDIAN CERTIFICATE OF SECONDARY EDUCATION (CLASS-X)

The candidate attained at least grade 7 in **SEVEN** subjects of the External Examination and at least grade **D** in the subject of Internal Assessment as given below :

SUBJECTS	GRADE
External Examination	
ENGLISH	5 FIVE
HINDI	3 THREE
HISTORY, CIVICS & GEOGRAPHY	5 FIVE
COMMERCIAL STUDIES	5 FIVE
ECONOMICS	4 FOUR
ENVIRONMENTAL SCIENCE	4 FOUR
COMPUTER APPLICATIONS	4 FOUR

Internal Assessment

SUPW & COMMUNITY SERVICE

A

Date of birth as certified by the (in words) Eleventh July Two Thousand Three
Head of the School
at the time of (in figures) 11.07.2003
registration

EXAMINATION YEAR 2019

Date of declaration of Result - 07.05.2019

Chief Executive & Secretary

Chairman
Council for the Indian School
Certificate Examinations

COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI

No. BP 10072078

2213936/177
072079



PASS CERTIFICATE
No divisions are awarded

This is to certify that MOHD ASIF
of CAREER CONVENT COLLEGE, VIKAS NAGAR, LUCKNOW

UNIQUE ID 6975816

Son of

Smt QURAI SHA BANO

Shri MOHD JAMALUDDIN

was awarded an

INDIAN SCHOOL CERTIFICATE (CLASS-XII)

The candidate attained at least grade 8 in SIX subjects of the External Examination
and at least grade D in the subject of Internal Assessment as given below :

SUBJECTS	GRADE
External Examination	
ENGLISH	3 THREE
HINDI	2 TWO
ECONOMICS	5 FIVE
COMMERCE	3 THREE
ACCOUNTS	3 THREE
PHYSICAL EDUCATION	1 ONE

Internal Assessment

SUPW AND COMMUNITY SERVICE

A

EXAMINATION YEAR 2021

Date of declaration of Result - 24.07.2021

Chief Executive & Secretary

Chairman
Council for the Indian School
Certificate Examinations

(See Overleaf)