



Administrative Office Assistant

SK SAHEB ALI

Experience : 6 Years 7 Months

PROFILE

Presently I am working in a private English medium school as an office assistant since 01st of November, 2017 to till the date. Where I do everything such as documentation of students, record maintain with confidentially, technical support to the computer labs, open and properly distributed incoming mail, distribution employee notices and mail around the office, complete data entry, tracking resume and maintains the applicant tracking system.

ADDRESS

Vill-Pitambarchak, PO – Sarishakhola
PS – Keshpur, Dist- Paschim Medinipur
West Bengal – 721150

PERSONAL DETAILS

Date of Birth : 05/11/1991
Father's Name : Sk Latib Ali
Mother's Name : Sakila Bibi
Sex : Male
Community : Islam
Caste : OBC - A
Nationality : Indian
Language : Bengali,
English &
Hindi

CONTACT

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EDUCATION

Kharagpur Vision Academy, B.Ed & D.El.Ed College
2018 – 2020 (D.El.Ed)
D.El.Ed (Diploma In Elementary Education) 85.00 %

Netaji Subhas Open University
2017 – 2019 (M.A. in English Honours)
English Honours (Language & Literature) – 50.00 %

Netaji Subhas Open University
2009 – 2012 (B.A. in English Honours)
English Honours (Language & Literature) – 54.13 %

Ghosediha High School (H.S.)
2007 – 2009 (H.S. / HSC)
Stream – Arts – 57.40 %

Ghosediha High School (H.S.)
2006 – 2007 (Madhyamik / SSC)
Stream – Arts – 63.50 %

WORK EXPERIENCE

Kharagpur Vision Academy (An English Medium Co-Educational Sr. Secondary School, CBSE), Kharagpur

Administrative Office Assistant cum Head Clerk

Nov, 2017 to Till the Date

- Observed institution's guidelines as they related to the protection of data and confidentiality.
- **CBSE Board related all works.**
- **Conducted NEET (UG) : 2019, 2020, 2021, 2023, 2024 as a Clerk**
- Conducted Term – I Board Examination as our school was the Examination Centre by CBSE.
- Helped distribute employee notices and mail around the office.
- Completed data entry, tracked resumes and maintained the applicant tracking system.

SKILLS

IT Skills: DCA (Diploma in Computer Application), Ms -Word, Ms - Excel, Ms – Power-Point, Ms-Access, Visual Basic, HTML, FoxPro, Internet, Photoshop, CorelDraw