



Abdulrasid Sherasiya

Admin Assistant

Contact

Address

Wankaner, Gujarat 363621

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+91 8758780160

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rasidsherasiya@yahoo.com

Skills

- Technologies: HTML, PHP, CSC
- Tools: MS Office
- Personal Skills: Fast learner, team player & leader, good interpersonal skills

Languages Known

English, Hindi, Gujarati

To pursue a technological oriented career that will give me an opportunity to learn and contribute my skill in achieving a common goal of the organization.

Work History

Admin Assistant

Multistone Granito Pvt Ltd

- Worked at tiles manufacturing industry in Purchase Office. Responsibilities included inward consumption entry, unloading window, and providing administrative support.
- 5 Years 2 Months

Education

2014-01

B.Sc: IT

T.N. Rao College - Rajkot

- Board/University: Saurashtra University
- GPA: 66.68%

2011-01

12th: Commerce

Galaxy High School - Limbada Wankaner

- Board/University: G.S.H.E.B.
- GPA: 70.71%

2009-01

10th

Mohmadi Lockshala - Chandrapur Wankaner

- Board/University: G.S.H.E.B.
- GPA: 60.46%

Disclaimer

I hereby declare that the above-mentioned information is true to the best of my knowledge.