



WASHIM AKHTAR

STUDENT & CO MANAGER



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Guwahati Assam, India

Profile

A creative and strategic thinker aspiring to build a career in Human Resources and Content Writing. Capable to communicate well and willing to explore HR and content writing strategies that help business increase revenue and to succeed in an environment of growth and excellence. This will help me to achieve personal as well as career goals. Experienced and self-motivated Human Resources Professional with two years of industry experience administering policies and procedures in the Human Resources Department of a fast-moving technology company. An experienced and dedicated Human Resources Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. Highly competent communicator skilled in developing initiatives that improve company profitability and growth.

Education

**Assam Don Dosco
University**

2017-2020

Bachelor's of Arts in
English (Honours)

JOBS

**A Marbles and Sanitary
House (co- manager)**

+917002762108

2020-2022

- Ordered accurate amount of supplies to ensure shop inventory was where it needed to be.
- Reported to Operations Manager and assisted shop and office personnel.
- Managed inventory and processed shipments of flowers, plants, and shop supplies.
- Assisted the Head of Shop with all daily tasks to increase productivity and achieve customer service goals.

Languages

- English
- Hindi

Internships

2019-2020

A Marble LTD

- Maintained inventories and communicated needs to suppliers.
- Worked one-on-one with vendors and suppliers.
- Performed in-depth data validation on data from various suppliers across the world.

Skills

Fast Lerner	
Photo Editing	
Communication	
Debate	
Management	