**Curriculum Vitae**

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**SHAIK**

[**SHAIK.322846@2freemail.com**](mailto:SHAIK.322846@2freemail.com)

**Objective:** Looking for the greatest opportunity to work as administrative assistant for a reputed company.

**Skills:**

* Having 2+ years of experience as the administrative assistance.
* Ability to perform administrative and office support activities.
* Excellent communication and writing skills.
* Typing speed with 40wpm.
* Having strong analytical and organizational skills.
* Proficient with computer literate such as Microsoft Word, Microsoft Excel, Power point and Internet.
* Able to keep project on schedule.
* Able to update and delegated detail and all projects.
* Able to handle incoming calls and requests.
* Ability to do research, draft and abstract reports.
* Responsible for other duties as assigned.

**Computer skills:** Proficient with

* MS Office
* Microsoft Excel
* Power Point
* Internet

**⚝⚝ Work Experience⚝⚝**

Svamitva Infra Pvt Ltd **(NAKODA GROUP)**

**Year of joining: March 2014 to September 2016**

**Designation:** Executive - Office Administration

Responsible for maintaining the records of office inventory.

* Distributing the stationary as per requirement and keeping the record.
* Checking the availability of stationary and other required things and ordering for them.
* Coordinating with the dealers, Suppliers and vendors.
* Maintaining the documents records.
* Assisting the admin manager in planning and executing the events and other activities in organization.
* Managing the housekeeping and security guard staffs’ data and duties.
* Responsible for checking the cleanliness of office.
* Responsible for checking the office’s assets are in good condition.
* Responding the mails.

Responsible for handling the petty cash and keeping the record of expenses.

**Education:**

Pursing b.com final year from cat degree and p.g college.

Intermediate from Andhra Pradesh open schooll 2013.

Secondary School from Silver Jubilee High school 2007.

**Personal Profile: -**

Date of Birth: 21st March, 1991

Religion: Islam

Nationality: Indian

Marital Status: Single

Languages Know: English, Hindi & Urdu

**Passport Details**

Date of Issue : 08-11-2013

Date of Expiry : 07-11-2023

Place of Issue : Hyderabad

Visa status : Visit visa

Visa expiry : 6/2/2017

**Declaration: -**

I hereby declare that the above information is true and correct to the best of my knowledge and belief and I bear the responsibility for the correctness of the above mentioned particulars.