**CURRICULUM VITAE**

** KALEEM**

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**Career Objective**

Looking forward to establish a career in Administrative department wherein my experience &multitasking abilities can be utilized for the growth & development of an organization. At the same time this would help me in growing professionally.

**Educational Qualifications**

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| --- | --- | --- | --- | --- |
| **Course** | **Name of the institution** | **Board / University** | **Year of Passing** | **Percentage** |
| **Intermediate**  **(Bi.P.C)** | Govt. Junior college, Hadnoor | Board of intermediate education | 2004 | 59% |
| **SSC** | ZPHS Mirzapur B | Secondary School certificate | 2002 | 59% |

**Work Experience**

* 2 Years & 4 Monthsof Experience as Admin Assistant at St.Marys Group of Institution Hyderabad. (August 2014 – Dec 2016)

**Job Description Summary**

* Providing Secretarial & Administrative support to management & other staff.
* Handle to the company distributors
* Monitoring Inventory, office stock & ordering supplies as necessary
* Administering petty cash according to established procedures & policies of company
* Fielding telephone calls, filing & data entry.
* Supervising the work of office juniors & assigning work for them.
* Receiving & directing visitors, Word processing, Creating spreadsheets & Presentations.

**Technical Skills**

* MS Word, MS Excel & MS Power Point
* Internet Browsing &Email Access
* Basic PC Troubleshooting

**Strengths**

* Good communication and interpersonal skills.
* Confident & Quick Learner
* Optimistic Attitude

**Personal Information**

Gender : Male

Marital Status : Unmarried

Date of Birth : 25/05/1986

Languages Known : Urdu, Telugu, Hindi& English

Hobbies : Sports (Watching & Playing)

Passport : Indian Expires on 18th Dec 2026

Visa Status : Tourist Visa Expires on 1st of May 2017