

***YUSUF***

*BBA(Bachelorofbusinessadministrationmanagement)*

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***CAREEROBJECTIVE***

*Adetailorientedandmultitaskingprofessionalwithexceptional codingtechniqueshavingbachelorofbusinessadministration management*



*Deepunderstandingregardingsoftwaredevelopmentenvironmentsand considerabletalentinachievingcriticalsolutions.*

*Abletounderstandandimplementmodernoperatingsystemsandgreatexperience oftheirtroubleshooting.*

*Exce****l****entinpresentingandmakepeopleunderstand.*

***ACADEMICQUALIFICATION***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***S.NO*** | ***COURSE*** | ***BOARD/UNIVERSITY*** | ***INSTITUTION*** | ***YEAROF*** | ***PERCENT*** |  |
|  |  |  |  | ***PASSING*** |  |  |
|  |  |  |  |  |  |  |
| *1.* | *BBA* | *Sunrise* | *Narayana* |  |  |  |
|  | *Bachelorof* | *University-Alwar* | *DegreeCo****l****ege* | *2016* | *70%* |  |
|  |  |  |  |  |
|  | *Business* |  |  |  |  |  |
|  | *Administration* |  |  |  |  |  |
|  | *Management.* |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *2.* | *INTERMEDIATE* | *BoardofIntermediate* | *SrichaitanyaJunior* |  |  |  |
|  | *Maths,Physics,* | *Education,* | *Co****l****ege,* | *2013* | *77%* |  |
|  | *Chemistry(MPC)* | *Hyderabad-India* | *Tirupati-India* |  |  |  |
|  |  |  |  |  |  |  |
| *3.* | *S.S.C* | *BoardofSecondary* | *SriPadmavathiEnglish* |  |  |  |
|  |  | *Education,* | *MediumHighSchool* | *2011* | *87%* |  |
|  |  | *Hyderabad-India* |  |  |
|  |  |  |  |  |  |
|  |  |  | *Chitvel-India* |  |  |  |
|  |  |  |  |  |  |  |

***TECHNICALCOMPETENCIES***

*OperatingSystems*

*WindowsXP,Windows7&10,WindowsVista,iOS*

*ComputerHardwareandNetworking*

*MaintainathoroughunderstandingofthebasicsbehindtheInternetanditsworkings. SoftwareInsta****l****ationandTroubleShooting*

*OfficeTools*

*MicrosoftOffice:MSWord,PowerPoint,*

*Excel&EtcTypingSpeed:60wpm*

*Digital,Printing&PhotoEditing*

*AdobePhotoshopCC*

***ACHIEVEMENTS***

***Sampleproject:***

*Thenewrevolutionarysystemtodetectlivehumanbeingsburiedunder earthquakerubble.*

*Role:TeamLeader.*

***TECHNICALSKILLS***

*Software/systemApplications:*

*MSOffice(Word,Excel,Advanceexcel,Outlook,PowerPoint).*

*Accountingmanagement,andAdobephotoshop*

*AreasofInterest:Accountmanagement,MSOffice,advanceexcel****.***

***STRENGTHS***

*Exceptionalpresentationski****l****s.*

*Strongleadershipandpatiencefu****l****ski****l****s*

*ExceptionalCommunicationski****l****sinwritenandverbalboth.*

*Abletogivethebestresultinpressuresituations.*

*Dedicated,HardWorking,Self-Motivation,GoalOriented,QuicklearningandaTeam*

*Player.*

***TRAININGPROGRAMMECOURSEDETAILS:***

***IHasSuccessfulyCompletedTheTra****iningProgrammeFortheAWARDOfthe*

*courseis*

*INTERNATIONALCERTIFICATEININFORMATIONTECHNOLOGY(ICIT),Oftwo*

*monthsdurationfortheperiodDEC2016TOFEB2017declaredtohavepassedin*

*A+gradeintheexaminationheldinFEB2017.MyRegn.No.AP/GN-6338/17*

*AuthorisedtrainingcentreAPECANISO9001:2000Hyderabad.*

***PROJECTDETAILS***

***Title:****“StatisticalTrendinAutomotiveIndustryinHyderabad”.*

***Description:****ThisprojectwasbasedonthestudyofautomotiveindustriesofHyderabadby*

*co****l****ectingthestatisticaldatafromtherespectiveseveralindustriesandfindingoutthetrends*

***Role:****Teamleader*

***WORKEXPERIENCE***

*➢ONEYEARofexperienceinExideLifeInsuranceasMisAnalyst.*

***OneyearAccountingfieldExperienceinIndia***

* ***Accountant-RolesandResponsibilitiesatBangalore***
	+ ***Managingdailyvoucherentriesviajournalvoucher,***

***purchasesvoucher,payment/receiptvoucher,pety***

***cash,debit/creditnotesandtransportationvoucher.***

* + ***ResponsibleforNetworkandHardwaretroubleshooting***
	+ ***Maintaininggeneralledger,includingpreparinggeneral***

***entries,encodinginvoices,reconciliation,closingbooks***

***monthly.***

* + ***Toberesponsibleforensuringthebooksofaccounts aemaintainedaccuratelyandareinaccordancewith networkfinancepoliciesandinternationalaccounting standards.***
	+ ***Ensurealtransactions(cashhandling,petycashand***

***chequepaymentsjournalentries,cashreceiptsetc.)are recordedinaccordancetothedefinitionseton internationalaccountingstandardsinthesystem.***

***PresentworkinginKuwaitforaccountantmaintenanceinBrandSky PhoneMobileShop***

***Description:***

*Systemoperate,accounting,Dataentry,andMsOffice(word,excel,Access,powerpointand outlook)*

* ***MeeSeva****-*

*OnlineBi****l****Paymentandonlinedata*

*entryoperator*

***Jobdescription:***

*Observationandreportingtoauthoritiesaboutfieldwork.*

* ***Computeroperator****-MandalaRevenueOffice,(Chitvel),A.P,India.*

***Jobdescription****:*

*Administration(from12-05-2012to28-11-2013)*

*MsOffice-Dataentry(Word,Powerpoint,Excel) Internet(emailinteractionwithconcernbusiness) NetworkingandTroubleshooting*

***EXTRACURRICULARACTIVITIES***

*AchievedBestStudentAwardinSSC*

*Participationinthe'Mega-Tech'eventorganizedbySunriseuniversity.*

*Certificateofcoursecompletionof****ICI.***

*PERSONALDETAILS*

*Gender* *:Male*

*MaritalStatus :Single*

*DateofBirth* *:27/05/1995*

*Nationality* *:Indian*

*Languagesknown :English,Hindi,Telugu*

*Hobbies* *:ReadingBooks,Blogging,Cricket,*

*LivingPlace* *:Kuwait*

*Vissastatus* *:18-Transferable*

*SHAIK.YUSUF*

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