



## SUDHAKAR HR & Admin Assistant

**Indian National Born** 10 March 1981, Married, UAE Visit Visa

**Phone number:** +971505657275 [sudhakar-406030@2freemail.com](mailto:sudhakar-406030@2freemail.com)

### ABOUT ME

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I am a hardworking , ambitious and experienced individual in multiple skill like Computer Operator, Office Admin, HR Department, Accounts Assistant or Senior Cashier. Furthermore I am adept at handling multiple tasks on a daily basis competently and working well under pressure My key strengths are good communication building strong relationships with people in order to deliver the best results.

### WORK EXPERIENCE

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01/03/2007 – 10/11/2015 MUMBAI, India

#### CENTER ADMINISTRATOR BABUL INTERNET SERVICE

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1. Provides data by operating a computer.
2. Performs defined tasks per documented instructions/processes.
3. Prepares equipment for operations by accessing software in computer.
4. Makes appropriate changes to the documentation, as needed.
5. Monitors and manipulates daily system jobs.
6. Starts operations by entering customer data.
7. Resolves user problems by answering questions and requests.
8. Continuously monitors and reacts to IT operations processing schedule.
9. Responds to incoming telephone calls, email, and voice mail inquiries from internal customers (within IT department) regarding computer-related problems.
10. Maintains client confidence and protects operations by keeping information confidential.
11. Contributes to team effort by accomplishing related results as needed

21/01/2016 – 05/07/2019 ENOC Dammam , Saudi Arabia

#### GAS STATION MANAGER ENOC

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- Manage the daily operations of the supermarket and gas station.
- Cash and invoice handling.
- Oversaw sales, inventory, and staff on a monthly basis.
- Conducted and performed inspection of supermarket and gas station equipment and facilities.
- Maintained and obtained a clean and customer friendly environment for various customers.
- Enforced and implemented strict policies and procedures of the supermarket and gas station.
- Assisted and helped the National Store Manager and Area Manager in managing and supervising the overall operation of supermarket and gas station
- Facilitated the delivery of goods and merchandise for supermarket.
- Assisted and helped in daily cash balances of the supermarket and gas station.
- Enter invoices on daily basis in Dynamics AX
- Generate daily updates by Retail Site Manager.
- Maintain the EHS ( Environment, Health, Safety )
- Managing Pronto and star bucks outlet in supermarket.

07/09/2019 – 10/01/2024 MUMBAI, India

#### OLA CAB DRIVER OLA

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- Receiving customer by Ola App pick up and drop.
- Plan routes with efficiency and service in mind
- Track mileage and fuel usage.

- Utilize cell phone map applications to stay informed about traffic issues and road closures and adjust routes accordingly.
- Calculate bills and tips mentally and handle money ethically.

● **EDUCATION AND TRAINING**

**BACHELOR OF ART MUMBAI HINDI VIDYAPEETH**, 14/06/2000 – 26/02/2003 MUMBAI , India

**H.S.C. MUMBAI HINDI VIDYAPEETH** 13/06/1998 – 19/02/2000 MUMBAI, India

● **LANGUAGE SKILLS**

Mother tongue(s): **HINDI**

Other language(s):

|         | UNDERSTANDING |         | SPEAKING          |                    | WRITING |
|---------|---------------|---------|-------------------|--------------------|---------|
|         | Listening     | Reading | Spoken production | Spoken interaction |         |
| ENGLISH | C1            | C2      | C1                | C1                 | C2      |
| ARABIC  | B2            | A1      | B2                | A2                 | A1      |
| MARATHI | C2            | C2      | C1                | C1                 | C2      |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Facebook | Social Media | Instagram | Skype | Google Drive Zoom



**ANUP P BHATIA**  
HR CONSULTANT

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