

RESUME

M D. MUKRAM SHAH

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Mob: +91-8121211947



CAREER OBJECTIVE:

Detail-oriented and organized Office Administrator with 6+ years of experience in managing administrative tasks, supporting executives, and ensuring efficient office operations. Seeking to contribute my skills in office management, administrative support, coordination to a dynamic organization

EDUCATION QUALIFICATION:

- GRADUATION : National Institute of Management, Degree. (70%)
- D.El.ED : Geeni Educational Society , (A++)
- INTER : Trinity junior college, Board of Intermediate. (50%)
- SSC : Sarvodaya convent high school, Board of Secondary Education (71%)

EXPERIENCE: OFFICE ADMINISTRATOR

- OSMANI ASSOCIATES, Karimnagar, Telangana. (Jun-2018 to May-2024)

Responsibilities:

- Manage project documentation including contracts, permits, and drawings.
- Manage office operations, including maintaining office supplies, equipment, and facilities. Ensure a clean and safe working environment. Handle administrative tasks such as answering phones, managing mail, and organizing files
- Provide administrative support to project managers and teams.
- Assist in subcontractor management and compliance.
- Process invoices, purchase orders, and expense reports.
- Maintain office supplies, equipment, and facilities.
- Support health and safety initiatives and maintain records.
- Facilitate communication between project teams and stakeholders.
- Coordinate with HR for the hiring of manpower.

STRENGTH:

- Strong organizational and time management skills.
- Excellent verbal and written communication abilities
- Ability to work independently and collaboratively in a fast-paced environment
- Attention to detail and problem-solving skills.
- Good Communication Skills

PASSPORT DETAILS:

- NAME : MOHAMMED MUKRAM SHAH
- D. O. B : 14 – 09 – 1994
- PASSPORT NO : S0724742
- DATE OF ISSUE : 19 – 04 – 2018
- DATE OF EXPIRY : 18 – 04 – 2028

PERSONAL PROFILE:

NAME : MD MUKRAM SHAH

FATHER NAME : MD AKRAM

DOB : 14 – 09 -1994

GENDER : MALE

MARITAL STATUS : MARRIED

NATIONALITY : INDIAN

RELIGION : MUSLIM

LANGUAGES KNOWN : ENGLISH, TELUGU, HINDI AND URDU

PERMANENT ADDRESS : 6-2-46/1, HUSSAINIPURA, KARIMNAGAR -505001.

DECLARATION:

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

PLACE:

DATE:

(MD MUKRAM SHAH)