



SHUHAIB K

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PROFESSIONAL SUMMARY

Extremely proud as an Office Administrator adept in providing administrative support to office staff to ensure optimal productivity and efficiency. Demonstrating a proven ability to manage multiple priorities in a deadline driven environment, while remaining attune to the ways in which I can be of service.

CORE QUALIFICATIONS

- Administrative Skills
- Basic Accounting
- Typing
- Equipment Handling
- Customer Service Skills
- Cash Handling Skills
- Research Skills
- Decision Making Skills.
- Purchasing

TECHNICAL SKILLS

- Office Programs: Word, Excel, Power Point etc.
- Other Operations: Inventory, Data entry.

EDUCATION

- **MBA(HR&IT) –Bangalore University (2013-2015)**
- **Bsc.IT – Bharathiar University (2010-2013)**

PROFESSIONAL EXPERIENCES

Administrator & In charge

Leens Group – UAE
2020(Aug) – 2022(Dec)

- Assist in payroll/ Timesheet preparation by providing relevant data (absences, overtime, etc.)
- Create and update records and Supplier databases, financial and daily reports.
- Schedule and coordinate staff and other meetings.
- Prepare communications, such as emails, invoices, reports and other correspondence.
- Keep employee records (physical and digital).
- Handling employee payroll queries.
- Assisting in the salary processing, issuing the pay slip and checking the forwarded salary of every outlet.
- Updating excel sheet, scanning all invoices, updating individual folders then finally sending to finance for payment.

Store Manager and Sales

Galadari Food & Beverage Division – UAE
2018(Aug) - 2020(July)

- Receive payment by cash, credit cards, vouchers, or automatic debits.
- Greet customers entering establishments.
- Preparing products and maintain clean and orderly checkout areas.
- Handling or resolve employees and customers complaints.
- Compute and record totals of transactions.
- Key holder and inventory management.
- Responsible for running reports at the end of the night.
- Responsible for nightly cash drops and motivate employees for achieving targets.

Administrator

Maula Shoes And Bags Co. Ltd. – INDIA
2015(Sep) - 2018(March)

- Create and update records and databases, financial and other data.
- Manage phone calls and correspondence (e-mail, letters, etc.).
- Assisting in the salary processing, issuing the pay slip and checking the forwarded salary of every outlet.
- Manage agendas/travel arrangements/appointments/meeting etc.
- Submit timely reports & prepare presentations/proposals as assigned.
- Entry and follow-up of employees deductions, commissions, unpaid leaves.
- Responsible for making attendance sheet and payroll.