

SHEKAR ARMOOR

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Objective:

Ideal job that gave me opportunity to learn and expand the company gains in turn by my knowledge. We grow mutually in an environment of professionalism, sincerity, harmony, and trust. It gives me job satisfaction and comfortable remuneration to balance professional and personal life.

Personal skills:

I am a good team player, with a positive attitude towards my work, colleagues, and customers. I work very well under pressure and have worked with and managed a team of people to deliver results under tight timelines by effectively utilizing allocated resources and technology. Have a smart appearance and good communication skills, both spoken and written.

Work Experience 1:

- **04 years worked as an Office Administrator in ALRASHID ABETONG COMPANY – Saudi Arabia – from 2011 to 2015.**

Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper Management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

Work Experience 2:

- **02 years worked as a Cashier in UCC ELEGANCIA Company – Qatar.**

Designation: CASHIER

Period: MAY 2019 to OCTOBER 2021.

Responsibilities:

- Manage transactions with customer using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Greet customers with good manner when entering or leaving the stores.

Academic Qualification:

- **B.com Computer's** – Vivekananda Degree Collage – Karimnagar-(2006-2009).
- **10 + 2 intermediate.** Board of intermediate education – Hyderabad-(2004-2006).
- **S.S.C-High school certificate,** - Board of Secondary Educations Hyderabad-(2003-2004).

Technical Computer Skills:

- **MS-Office** (word, excel, outlook, PowerPoint).
- **Tally ERP 9,** Adobe PageMaker, Photoshop.
- **Operating System:** Windows98/XP & 10 & professional, Internet Email etc.

Interest & Activities:

Playing cricket, Basketball & Volleyball, reading books & listening music, chatting with friends, Watching movies, etc.

Personal Details:

Name	:	SHEKAR ARMOOR
Father's Name	:	NARSAIAH
Gender	:	Male
Marital Status	:	MARRIED
Nationality	:	Indian
Date of Birth	:	28TH –Jun -1988
Languages Known	:	English, Hindi, and Telugu (well-known and speak ARABIC).
Passport No	:	U0915766
Place of Issue	:	Hyderabad, T.G (INDIA).
Visa	:	Visit Visa (Single Entry- 60 Days)
Visa Expiry	:	05-Dec- 2023.
Address	:	H-NO: 4-25, Satharam, Mallapoor, Jagtial Telangana – 505331.

Declaration:

I hereby declare that all the information stated above is true to all the best of my knowledge and belief.

Date: _____

Shekar Armoor.