

SHAIK SALEEEM

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SUMMARY

Skilled in computer operations and office automation with hands-on experience in Microsoft Office tools including Word, Excel, and PowerPoint. Capable of handling documentation, data entry, and creating professional presentations efficiently

TOOLS

MS Word: Document creation, formatting, templates, mail merge

MS Excel: Data entry, formulas, charts, pivot tables, conditional formatting

MS PowerPoint: Slide design, animations, transitions, professional presentations

Office Automation Tools:

File management

Printer/scanner handling

Email handling (Outlook, Gmail)

Basic troubleshooting and IT support

Data cleaning and formatting in Excel

EXPERIENCE

Hub Operations Manager

3 Years

Delhivery , Valmo , Shadow Fax - G . Madugulu , Chinthapalli ,2022-25

- Oversaw daily hub operations, managing 450+ shipments/day
- Led a team of 25+ delivery personnel, achieving 95%+ on-time delivery
- Streamlined route planning and tracking to ensure SLA adherence and reduce delivery delays by 20%.
- Introduced process optimizations that improved overall hub efficiency by 15%

Office Assistant / Data Entry Operator

4 Months

Mother Education And Social Welfare Society , 2018

- Managed daily office tasks using MS Office tools
- Created and formatted reports, spreadsheets, and presentations
- Entered, updated, and maintained data accurately in Excel
- Supported team members with computer-related tasks and troubleshooting

EDUCATION

2018-2020

Nova College Of Agricultural Polytechnic, Nuzvidu

Diploma In Agricultural
With Aggregate Percentage 80

2008-2018

St.Anne's High School , Chinthapalli.

Ssc With 9.2 GPA

SKILLS

- Computer Fundamentals • MS Office • Ms Excel • MS PowerPoint

Language Known:

- English
- Telugu
- Hindi

Strengths:

- Self Motivated
- Organized
- Time Management

Certification:

- Diploma In Office Automation
- Certified In Organic Farming
- Certified In Bee Keeping