

SHAIK AFZAL HAMEED

+91 9182758303



shaikafzal@karunya.edu.in



Executive Secretary

ongole, andhra pradesh



SUMMARY

Dynamic and motivated B.Tech student with a strong foundation in Computer Science and Engineering. Proficient in listening and writing skills, with hands-on experience in doing project. Demonstrates strong problem-solving abilities, teamwork, and a passion for innovation. Eager to contribute to challenging roles in design engineering, leveraging academic knowledge and practical skills to drive impactful results.

EDUCATION

Karunya university

B.Tech Computer science and engineering
2024-2028

Sri Chaitanya Junior college

Intermediate schooling(MPC)
2022-2024

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- Executive Secretary and Business Administration Certification
- Advanced Executive Assistant and Office Manager Diploma
- Executive Office Professional Certificate Program

PROFESSIONAL EXPERIENCE

Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence