****

**SHAIK MASOOD**

# 19-2-29/A/128,

Model Town Colony,Jahanuma,

Hyderabad – 500053.

Mobile: +91 9700012353, 8106786846.

E-mail: shaikmasood991@gmail.com

**OBJECTIVE:**

Looking towards to challenging career in your prestigious organization that develops a better exposure to cutting edge skills with highly motivated professional talent by constant learning and up compromising tenacity to deliver exceptional work.

**EDUCATIONAL QUALIFICATIONS:**

|  |  |  |
| --- | --- | --- |
| **ACADEMIC QUALIFICATION:** | | |
| **COURSE** | **UNIVERSITY** | **YEARS** |
| B.Com (Com) | Osmania University | 2011 |
| Intermediate | Board of Intermediate | 2008 |
| S.S.C | Board of Secondary Education | 2006 |

* Passed **OSHA.** Construction safety, from **IMPERIAL INTERNATIONAL SAFETY SERVICES**, Vijay Nagar Colony,Hyderabad**.**

**SUMMARY OF EXPERIENCE: (1)**

* **Organization :** **NOBLE COMPUTERS** **APONLINE**

(Under Taking Tata Consultancy Services)

* **Designation :** Computer Operator Cum Cashier
* **Duration :** Worked For 5 Years.(July 2008- May 2012)

**DUTIES & RESPONSIBILITIES:**

* Attending to public grievances/ complaints (through telephone or in person).
* Registering it online and forwarding the registered complaint to concerned Section.
* Updating the complaint status through online and Maintaining the records both soft and hard copy.
* Responsible for preparing and maintaining Daily, Weekly as well as Monthly Reports and logs.

**SUMMARY OF EXPERIENCE: (2)**

* Organisation : **ASTHVINAYAK ENGINEERING CONSTRUCTION Pvt Ltd.**
* Designation : Administrative Assistant
* Duration : Working June 2012 to tilldate)

**DUTIES & RESPONSIBILITIES:**

* Registering the incoming inquiries and co-ordinating the same.
* Co-ordinating with faculties for the scheduled timings of classes.
* Responsible for maintaining logs and registers of all incoming and outgoing correspondences.
* Attending telephone calls and general maintenance of the institute.
* Inviting faculties and preparing appointment to faculties

**IT CERTIFICATES:**

* Diploma in Computer Application (M.S Office, M.S Excel, Power Point)
* Filing, sorting, and organizing files and confidential records
* Internet research & E-mail
* Typing Speed 40 to 45 WPM
* Accounting Packages, Tally, Focus, Wings & Peachtree.

**ABILITIES:**

* Ability to create and maintain effective business relationship with clients and

With customer’s satisfaction in perspective.

* Excellent interpersonal and co ordination skill
* Hand working perseverance in work related problem, punctual,enthusiastic

**PERSONAL PROFILE:**

Name : Shaik Masood

Date of Birth : 02-Apr-1991.

Father’s name : Shaik Mahboob.

Sex : Male

Marital Status : Single

Languages Known : English, Hindi, & Urdu.

Nationality : Indian

**PASSPORT DETAILS:**

Passport No : K9818395

Date of Issue : 07-12-2012

Date of Expiry : 06-12-2022

Place of Issue : HYDERABAD.

**DECLARATION:**

I hereby declare that all the above mentioned particulars are true to best of my knowledge.

## DATE :

**(SHAIK MASOOD)**