**📄 Jakeer Althuru**  
📍 32, 5th Street, Prakasham Quarters, S.V. University, Tirupati – 517501  
📞 +91 63030 88837 | 📧 jakeerjanatha@gmail.com

**Professional Summary**

Dependable and results-oriented professional with 6+ years of experience across administrative operations, retail support, and kitchen management. Proven ability in team coordination, customer service, inventory control, and daily operations. Multilingual, detail-oriented, and adaptable to fast-paced environments. Seeking a non-IT role to contribute strong organizational and interpersonal skills in a growth-focused organization.

**Professional Experience**

**Business Support Associate**  
**Walmart India Pvt. Ltd.** | July 2019 – March 2022

* Executed daily branch operations, client support, and team coordination
* Prospected new clients and supported membership engagement programs
* Assisted customers with financial advice and market trend updates
* Maintained client relationships and handled administrative tasks

**Administrative Assistant (Sub-Ordinate)**  
**Archaeological Survey of India** | 2018 – 2019

* Maintained official registers and incoming/outgoing records
* Provided front desk support, call handling, and message management
* Assisted senior officials with documentation and dispatch
* Managed office supplies and public inquiries

**Education**

**Intermediate (M.P.C)**  
Sri Venkateswara Junior College, Tirupati | 2015  
**Score**: 64%

**SSC (10th Standard)**  
Sri Padmavati English Medium High School | 2013  
**Score**: 78%

**Key Skills**

* Administrative Support
* Inventory Management
* Customer Service
* Time Management
* Multitasking
* Team Leadership
* Communication Skills
* Decision-Making
* Basic Accounting

**Languages Known**

* Telugu (Fluent)
* Hindi (Fluent)
* English (Proficient)
* Tamil (Conversational)
* Urdu (Conversational)
* Arabic (Basic)
* Kannada (Basic)

**Achievements**

* Awarded **Appreciation Certificate** for outstanding service during the **Ramadan Festival**

**Declaration**

I hereby declare that the information provided above is true and accurate to the best of my knowledge.