**📄 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**

**Chef  
Hardee’s – Americana | UAE  
📅 *June 2022 – July 2024***

* **Designed and prepared daily menus and specials**
* **Supervised kitchen operations and staff**
* **Ensured food quality, hygiene, and presentation met company standards**
* **Monitored inventory levels and managed procurement**
* **Maintained compliance with food safety and sanitation regulations**
* **Supported budgeting and cost control efforts**

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

* **Managed branch-level business operations and administration**
* **Engaged with members and sub-groups to improve satisfaction**
* **Prospected and interacted with new and existing clients**
* **Delivered financial guidance and market updates**
* **Coordinated internal communications and reports**

**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.