**Jakeer Althuru  
32, 5th Street, Prakasham Quarters, S.V. University, Tirupati – 517501  
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**Professional Summary**

Dependable and results-oriented professional with over 6 years of experience in administrative operations, retail support, and kitchen management. Skilled in team coordination, customer service, inventory control, and daily operational management. Multilingual with strong organizational, communication, and multitasking abilities. Seeking a non-IT role to leverage my administrative and interpersonal skills in a dynamic, growth-oriented organization.

**Professional Experience**

**Sales Executive  
*DS Groups* — Dec 2024 to May 2025**

* Delivered tailored financial insights to clients, improving decision-making and client retention.
* Created and distributed market update briefs to internal teams and clients, ensuring alignment.
* Streamlined communication workflows, enhancing team collaboration and report accuracy.
* Led outreach campaigns to generate leads and increase brand visibility.
* Maintained long-term client relationships through personalized engagement.

**Chef  
*Hardee’s – Americana, UAE* — June 2022 to July 2024**

* Designed daily menus and specials aligned with customer preferences and trends.
* Supervised kitchen staff and daily kitchen operations to ensure efficiency.
* Maintained high standards of food quality, hygiene, and presentation.
* Monitored inventory and managed procurement to control costs.
* Ensured compliance with food safety and sanitation regulations.
* Assisted with budgeting and cost control.

**Business Support Associate  
*Walmart India Pvt. Ltd., Tirupati* — July 2019 to March 2022**

* Managed branch-level business operations and administrative tasks.
* Enhanced customer satisfaction by engaging with members and sub-groups.
* Prospected and built relationships with new and existing clients.
* Delivered financial guidance and market updates to clients.
* Coordinated internal communications and generated operational 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**
* **Team Leadership | Communication | Time Management**
* **Decision-Making | Basic Accounting**

**Languages**

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

**Achievements**

* Awarded Appreciation Certificate for outstanding service during the Ramadan Festival

**Declaration**

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