

**SHAIK MASOOD**

# 19-2-29/A/128,

Model Town Colony, Jahanuma,

Hyderabad – 500053.

Mobile: +91 9700012353, 8106786846.

E-mail: shaikmasood991@gmail.com



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**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)