

# ABDUL JALEEL.K

# C-28, Bowrilalpet,

Robertson pet,

KGF- 563122.

**Mob: 9535858138**

**Email: [abduljaleel22march@gmail.com](mailto:abduljaleel22march@gmail.com)**

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Dear Sir,

I would like to take this opportunity to submit my resume for the **Office assistant** available in your esteemed organization. A detailed resume elaborating my Qualifications and Experience is enclosed for your kind perusal. I hope to get an opportunity to prove myself as an asset to your organization.

I have totally more than **10 years of experience in Administrative Department** - Taking care of entire Administrative of the organization. I worked in First advantage Bangalore – **As a Verification Executive** – Taking care of Background verification of candidate and Currently Working in Presidency University as an **Office secretary**.

Looking for a position requiring innovative challenging employment that will utilize my education & develop professional skills & offer advancement opportunity with greater growth of the organization.

Seeking a creative, competitive and growth oriented career in the field of Administration to optimally utilize and enhance my skills, thereby achieving organization's goals as well as individual career goals.

I hope to get an opportunity to meet you in person where I can tell you more about my experience & Qualification.

If you need further details please do not hesitate to contact me via email:

[abduljaleel22march@gmail.com](mailto:abduljaleel22march@gmail.com) (or) by phone: -**9535858138**.

**ENCLOSED: - RESUME.**

## CURRICULUM VITAE

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**ABDUL JALEEL.K**

☎ : +91 9535858138

✉ : abduljaleel22march@gmail.com



### PROFESSIONAL SUMMARY

A professionally challenging and rewarding career, providing the opportunity to make a strong contribution to the organization which will help me to grow professionally and personally.

### KEY SKILLS

- Experience of Posting and dispatching letters, handling general ledgers, Maintaining of documents, general records of students and staff profile, billing etc.
- Proficiency in computer skills for data entry and knowledge of software's like Tally, Corel draw etc.
- Handle all the other responsibilities related to the job.

### ACADEMIC PROFILE

Course	University/School	Passing Year
BCOM	MANAV BHARTI UNIVERSITY (HP)	2014
PUC (12 <sup>th</sup> )	First Grade College, K.G.F	2011
SSLC (10 <sup>th</sup> )	Sumathi Jain High School, K.G.F	2004

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## **WORK EXPERIENCE**

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**Presidency University, Bangalore**  
**Office Secretary**

**Nov 2015 – Till date**

- Provide full secretarial and administrative support to the Vice Chancellor
- Manage the documents in proper way.
- Handle all the other responsibilities related to the job.
- Coordinates with the departmental heads for their requirements.
- Excellent in fixing meetings.
- Maintaining master copies of organizational policy and procedure manuals and keeping them up-to-date.
- Performs a variety of administrative functions.
- Additionally helping on sourcing of new candidates.
- Ability to maintain confidentiality.
- Excellent working knowledge of Microsoft Office packages.

**First advantage Bangalore**  
**Verification Executive**

**May 2015 – Aug 2015**

- Background Verification Screening
- Worked as Verification for the Uber process wherein I used to evaluate the checks processed by the associates and provide them a constructive feedback as and when required.
- Well verse with spreadsheet, Records & Database Management.

**Sri Bhagawan Mahaveer Jain College, KGF**  
**Office Assistant**

**Sept 2004 –May 2015**

- Provided the full range of administrative support.
- Proficient in managing the documents.
- Expert in assisting the faculty and manage the routine daily organization life.
- Well verse with spreadsheet & Records.
- Make daily work plan of Principal with proper timing.
- Provide general information to students and parents.
- All office supervision.

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### COMPUTER/ IT SKILLS

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- DSA (Diploma in system administration)
- MS Office – Word, Excel, Power point.
- Knowledge of Accounting Package – TALLY 9, 7.2, ERP.

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### STRENGTHS

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- I always respect my seniors and my boss
- Good Communication Skills
- Commitment to work in team
- My Strength is my flexibility and Hardworking nature
- Ability to learn and take up responsibilities

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### PERSONAL DETAILS

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Name : Abdul Jaleel K

Father name : Kareem Ulla J

Date of Birth : 22-03-1988

Permanent Address : Door No: C-28, Bowrilalpet,  
Robertsonpet, KGF-563122.

Sex : Male

Marital status : Single

Languages Known : English, Kannada, Hindi, Tamil, Urdu and Telugu

Hobbies : Playing indoor games and outdoor games(cricket)

#### Declaration:

I hereby declare that all the information provided above is true to the best of my knowledge

Date:

Yours Faithfully

Place:

(ABDUL JALEEL K)