

# SHUHAIB ALI. T

Administrative Assistant



## About Me

Looking for an organization, where my skills, experience and innovative decision can be effectively used to improve organizational productivity and professional growth.



## Work Experience

Present

### ADMIN ASSISTANT

Cvr Multispeciality Hospital

- coordinating the activities of department
- Handling administrative requests and queries from senior managers
- Assist in the preparation of regularly scheduled reports

2023

### ACCOUNTANT CUM CASHIER

Cazino Mens Factory

- Report on the status of accounts and transactions
- Handle monthly, quarterly and annual closings.
- Manage balance sheets and profit/loss statements.



## Interest



Photo



Basket



Diving



Travel



Badminton



## Contact



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Thonikkara (h)

Thiruvizhamkunnu,  
mannarkkad, Palakkad



## Education

### Graduation

University of calicut -2021

### Plustwo

Board of public examination-2018

### SSLC

Board of public examination -2016

## Software exposure

- Ms word
- Ms powerpoint
- Ms excel
- Tally erp9