



SHAFEEQ V V

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Linked-In:

<https://www.linkedin.com/in/shafeeqvadakkathvalappil/>

Location: Palakkad, Kerala, India

SKILLS

Microsoft Office
Leadership
Time Management
Communication Skills
Critical Thinking
Quick Learning
Detail Oriented
Problem Solving

LANGUAGES

English
Hindi
Malayalam
Tamil

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

SHAFEEQ V V

SUMMARY

Goal-oriented and proactive professional with experience in office administration, seeking a challenging Office Administrator position to leverage my skills in managing budgets, supervising staff, and implementing efficient processes to enhance productivity and drive business growth.

EDUCATION

2017.06-2020.05

UNIVERSITY OF CALICUT

BACHELOR OF COMPUTER SCIENCE

The programme covers important topics related to computer science such as – Coding, Programming languages, Computer Hardware and Software, Networking, Database Management, Information Technology, Mathematics, Statistics and Electronics.

WORK EXPERIENCE

2021.01-2022.01

MANAPPURAM FINANCE LIMITED

OFFICE ADMIN / CUSTOMER SERVICE

- Maintains office services by organizing office operations and procedures.
- Preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions.
- Assigning and monitoring clerical functions.
- Supervise people in performing customer service and relations.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.

2020.08-2020.12

DTTC COURIER SERVICE

ASSOCIATE

- performing the courier service.
- Ensuring timely delivery of packages.
- Following safety rules.
- keeping accurate records.