

## RESUME

### **SHAHEEQ SULTAN**

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### **OBJECTIVE:**

To secure a position where my existing skills in the areas of **CASHIER / IT Operations / administration / Customer services /Analyst or Database Administration** Could be utilized by progressive and innovative firm.

### **EDUCATIONAL QUALIFICATION:**

1. **Master of Computer Application (MCA)** from Sikkim Manipal **Open** University, Telangana, India (2014).  
Major subjects: - Data Mining, Java programming, Advance Database systems, Internet working with Project TCP/IP, Computer networks etc.
2. **B.SC. With Computer science** from Osmania University. Telangana, India (2010).
3. **Intermediate (M.P.C)** from Board of intermediate Education, Telangana, India (2007).
4. **S.S.C from** Iqra Mission High School Board of Secondary Education, Telangana, India (2003).

### **EXPERIENCES:**

1. Working as a **CASHIER at Karishma The Wedding Mall** (Textile Showroom) - Khilwat Charminar, Hyderabad, from Nov 2022 to till date (2 year)  
Duties include -
  - Well versed with GINESYS Software (ERP software).
  - Maintaining excel sheet for day-to-day cash activities (including opening and closing of cash counters).
  - Handling cash up to Rupees 40 lakhs per day, posting of expenses and incomes.
  - Checking stock inward and outward report details including daily summary.
  - Converting a few customers' money in foreign currency to Rupees and making system entry.
2. Worked as **Western Union Money Transfer Payout Agent / E-seva. And Mee-seva.** (T.S state government utility payment services and certification work) at M/s Shaik's Communications - Hyderabad from Jan/2013 till Oct-2022, (10 years)  
Duties include.
  - Money receiving and disbursing to valid beneficiary.
  - All Banking works (withdrawal, Deposits and Online banking)
  - Maintaining Record for all Transactions in software and MS Excel.
  - Preparing of reconciliation of bank statement and western union agent.
  - Payment of customer bills for Water, Electricity, Telephone, Vehicle Tax, Property tax, etc.
  - Applying online for Passport, Voter ID card, Pan Card, etc.
  - E-challans payments, Results, Recruitments, Civil supply Services.
  - Submitting and issuing online applications for birth, death, income, encumbrance, caste certificates relating to government.
3. One year experience in **M/s. Neha High School** as a Teacher & Guide for grade 7th to 10<sup>th</sup> students.

4. Worked in the Sales and Marketing sector for more than two years with a **family-owned gift and novelties shop**.

**OTHER SOFTWARE / TECHNICAL SKILLS:**

ORACLE Database processing. Like SQL, Database creation by Using **MS Excel, Access**.

**MS Office**, Windows 98, XP, 2000, Vista and 7.

HTML, Adobe Photoshop Installing and upgrading the Oracle server and application tools

**Database Administrator: - Completed the ORACLE database 10g course. structure include:**

- Allocating system storage and planning future storage requirements for the database system
- Creating primary database storage structures (table spaces) after application developers have designed an application
- Creating primary objects (tables, views, indexes) once application developers have designed an application
- Contacting Oracle Corporation for technical support.

**ACHIEVEMENTS:**

- Got Silver Medal in school for initiating extra curriculum activities like organizing the groups during special occasions like Independence Day, Republic Day, Teachers Day, etc.
- Got Award as a Neha high school students' guiding sir for photosynthesis exhibit in science exhibition organized by Siasat daily newspaper.
- Represented the St. Paul's Degree College Cricket Team in the Hindu Trophy.

**STRENGTHS AND HOBBIES:**

- Good Analytical Skills.
- Honest, Creative and Organizing.
- Playing Cricket, Chess & foot ball.
- Leading Team or Friends towards developing by adopting and inventing new ideas.
- Surfing on internet

**PERSONAL DETAILS:**

Father's Name	: <b>Late SHAIK ALI</b>
Date of Birth & Age	: 12/August/1987 & 37
Religion	: Islam
Marital Status	: Married
Mother Tongue	: Urdu
Passport Details	
Number	: Y1777244
Date of Issue & Expiry	: 10/04/2024 & 09/04/2034
Place of Issue	: Hyderabad
Languages Known	: English, Arabic, Urdu, Telugu, and Hindi. (R/w/s/u) (R/w) (R/w/s/u) (R/w) (R/s/u) [read,write,speak,understand]
Permanent Add	: H.No:- 19-3-262/50/41/1,Vattepally Falaknuma, Hyderabad, T.S, India 500053. Mobile: --+919700545885 / +917013145841
Visa Status	: Visit Visa expiring 25/12/2024

*Here with hoping to serve your Esteemed Organization by putting all my Skills and Efforts, to work dynamically for the Growth of the Organization.*

Date: Oct/2024  
Place: HYDERABAD

Yours Faithfully  
**SHAHEEQ SULTAN**