

# RAKESH KUMAR SAHU



Sharjah UAE, 22320



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## ABOUT ME

Over a 9 years' career in Administration Field, working in the United Arab Emirates, I have performed well in office environment and learned a lot of things.

Trying to build career in a growing organization wherein I can get the opportunity to prove my abilities by accepting challenges, fulfilling organizational goal. Perform a quality task and improve interpersonal relationships to gain more techniques and experiences as a part of mutual benefits.

## WORK EXPERIENCE

### \*Admin Assistant

09/2013 - Present

#### Al Safer Group Of Companies, Sharjah UAE 22320.

- Reporting Executive Supervisor/Project Manager.
- Receiving emails/calls, replying/forwarding to concerned department for further follow-ups.
- Collecting different types of monthly reports from the branches, system updating and generating analysed data.
- Official/General Letter drafting.
- Daily Bills & Petty Cash Voucher.
- AMCs (Quotation/Agreement/LPOs & its Renewal).
- Monthly Invoices Work (Collection/Checking/Verifying/Statement Matching/Taking Approval/Forwarding to Concerned Department for further follow-ups & payments.
- Tenancy/Lease Related Works (Keeping Records/Renewals/Cheque Requests/Rent Distribution etc.)
- Yearly Assignments (like Employees' Salary Increment, Yearly Expense Distribution to Divisions).
- H.R. Department related works (Employees' Vacation (Annual/Emergency), Ticketing, Transfer, New Join, Re-Join, Cancellation, Salary Adjustment/Increment and other Personal Action/Miscellaneous Requests) Document Receiving/Verifying Information/Taking Approval/Forwarding to Concerned Departments for further follow-ups.
- Municipality Offices Works, Taking Permits, Water, Electricity & Sewerage connection/disconnection.
- HACCP/GHP related work assistance for supermarkets (Requirements/Municipal Certificates/Staff Training/Exam etc.)
- Sap System: Generating LPOs, invoicing, Migo etc.

### \*Private Institution Teacher

07/2008 - 09/2013

I hereby declare that all the details provided above are true to the best of my knowledge and belief.

[Rakesh Kumar Sahu]

Date: 24-Dec-24

Place: Sharjah UAE

## ACADEMIC BACKGROUND

- Bachelor In Arts  
RML Awadh University Faizabad  
2011
- Intermediate (Science/Math)  
Up Board  
2005
- Highschool (Science/Math)  
Up Board  
2003

## CERTIFICATIONS

- Advance Certificate Course in  
Computer Application
- One Year B. Sc. (IT)

## PERSONALITY TRAITS

- Teamwork
- Agreeable
- Quick Learner
- Knowledgeable

## HOBBIES

- Science Fiction/Action Movies
- Listening Music
- Teaching
- Spiritualism

## LANGUAGES

- English: Fluent
- Hindi: Fluent (Native)

## PASSPORT/VISA

- Indian PP W7525188 up to 23.12.2032
- Employment Visa up to 04.10.2025