



JAHABAR SATHIK

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sathik.aj5745@gmail.com

WORK EXPERIENCE

2 years and 6 months

AGE

23

ABOUT ME

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

Education

Bachelor of Buisness administration (BBA)

Jamal Mohamed College

BHARATHIDHASAN UNIVERSITY

Trichy, Tamilnadu

Graduated, May 2018

Marks 70%

1st Class

Senior Secondary {pre-Engineering}

STATE BOARD

Thiruvarur, Tamil Nadu

Graduated, May 2015

Marks 60%

1st Class

Secondary {High School}

STATE BOARD

Thiruvarur, Tamil Nadu

Graduated, May 2013

Marks 74%

1st Class

Work Experience

TNEB (ELECTRICITY BOARD)- Administration assistant

EXPERIENCE : 2 Years

Responsibility :

- Administrating office and staff
- Record and data entry reports
- Calculate a department budget and profit
- Build a schedule to track significant datas, project instructions
- Customers enquiries and queries register tell that right employee for them finish it
- Maintain office clean and staff time keeping



TANGEDCO

CASHIER – BAVA MEDICALS

EXPERIENCE : 6 Months

Responsblity:

- Process sales and transactions
- Calculate cost of product and service
- Accept payments
- Calculate and return change when required by the payment method
- Answers customers questions about product and services

Technical skills

- **Operating System** - Windows
- **Packages** - MS Office ,ADOBE photoshop
- **Ms office** - ms word and ms excel
(V lookup, H lookup, pivot table, conditional formating)

Projects

- **A Study On Capital Structure Impact On Shareholder Value In Component Management –**
Woory Automotives India Pvt Limited At Maraimalainagar Chennai

Accomplishments

- **PUBLIC REACTION OFFICER (PRO)** Cultural team in “JMC College” Team
- **“INTER COLLEGE”** Culturals meet Winner
- **NATIONAL,STATE, SOUTHZONE** Winners in Cultural Meets.

Personal Interests

- Badminton
- Cricket
- Volley ball

Personal Details

Father's Name : Mr. Abdul arif

Birthday : May 02, 1998

Gender : Male

Passport no : R5786759

Marital Status :Single

Nationality : Indian

Language : Tamil,English,Malyalam

Visa Status : Visit visa

Declaration

I, Jahaber sathik, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Jahaber sathik

Abu Dhabi, UAE