

Curriculum Vitae

References

Available upon request

Sheck Kasim

S/o Sheck Kareem

Mobile: + 966 0530936694

Email: kasimshaik585@gmail.com

Sulay – Al Mashael Dist -4703 Unit No. 1 Riyadh SA



OBJECTIVE:

To propel in an organization and deploy my skills for betterment of the company that simultaneously builds my career professionally and personally.

To obtain and secure a position that will enable me to use my skills, my ability to work well with people, quick learning skills, for the success of Organization and to have the opportunity to learn and improve my skills.

WORKING EXPERIENCE:

Document Controller:

Tejoury co Ltd. City Riyadh/ May 2016 – May 2020.

Managed 10,000+ electric/physical documents.

Scan Operator:

Tejoury co Ltd. City Riyadh/ May 2020 – May 2025.

Operator IBML, Kodak scanners to process 25000+ daily documents with 99.99 accuracy.

DUTIES AND RESPONSIBILITIES IN TEJOURY Co:

- ✓ Scanned documents in bulk to organize them batches wise in server database.
- ✓ Labeled category wise documents and store them in locations
- ✓ Retrieved clients demands in documents through the unique labeled number.
- ✓ Repacked the documents after scanning to their assigned categories.
- ✓ Documents Controller managed electric, physical documents.

EDUCATION QUALIFICATION

Qualification	School/College	University/Board	Year of passing
Intermediate	Government junior college - Gangadhara	Board of Intermediate Education	2002
S.S.C	Zilla Parishad High School -Namilikonda	Board of Secondary Education	2000

SUMMARY OF SKILLS:

- ✓ Excellent interpersonal and communication skills
- ✓ Excellent Creative Knowledge
- ✓ Highly-organized and detail-oriented
- ✓ Notable work experience in the service industry focused on customer orientation
- ✓ Pleasant and clear voice with neutral accents

TECHNICAL SKILSS

- ✓ Emails
- ✓ Internet
- ✓ Microsoft Excel
- ✓ Microsoft Word

PERSONAL INFORMATION:

Name : Sheck Kasim
Father's Name : Sheck Kareem
Date of birth : 02-03-1981
Nationality : Indian
Marital status : Married
Passport No : K9322551
Date of Expiry : 07-10-2020
Place of Issue : Hyderabad

LANGUAGES KNOWN

•English •Arabic •Hindi •Telugu

Declaration:

I hereby declare that the above information is best to my belief and knowledge.

(**Sheck Kasim**)



TEJOURY
تجوري
KSA

Revolutionizing
Processes

Date:2025/12/5

EXPERIENCE CERTIFICATE

شهادة خبرة

To Whom It May Concern

إلى من يهمه الامر

This is to certify and confirm that the mentioned employee below is employed by TEJ Br.

هذا تأكيد وتصديق بأن الموظف المذكور بياناته أدناه قد عمل لدى شركة تجوري

Name : Sheck Kasim Sheck Kareem
Employee ID : 101105
Job Title : Quality controller
ID/Iqama No : 2409927155
From : 5-11-2016
To : 10-5-2025

الاسم : شيخ قاسم شيخ كريم
الرقم الوظيفي : 101105
المسمى الوظيفي : مراقب الجودة
رقم الهوية : 2409927155
فترة العمل من : 5-11-2016
حتى : 10-5-2025

The certificate considered as clearance
And Issued upon his request with any prejudice
company.

وتعد هذي الشهادة بمثابة اخلاء طرف.
وقد اعطيت له هذه بناءً على طلبه دون ادنى مسؤولية على الشركة.

Best Regards.

وتفضلوا بقبول فائق التحية والاحترام.

Human resources department

إدارة الموارد البشرية



شركة تجوري مساهمة مقفلة CJSC
رقم السجل التجاري 1010222013
ص.ب 103633 | الرياض 11616 Riyadh

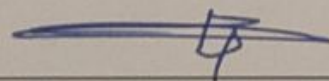
هاتف +966 11 410 5522
فاكس +966 11 214 0622
info@tejoury.com
www.tejoury.com

Employee of the Month
AWARD

This certificate is awarded to

Sheck Kasim Sheck Kareem

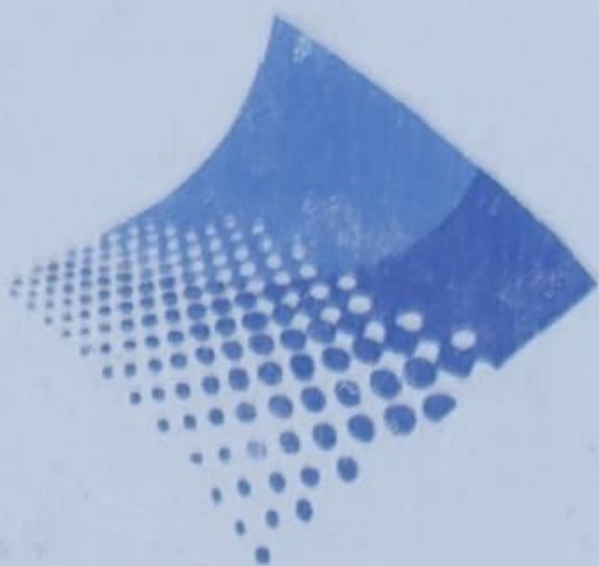
*In recognition of your dedication and outstanding performance
during the month of February 2025 In Operation Department*



Human Resources Department



TEJORY
تجری



TEJOURY
تجوری



101105

Shek Kasim Shek Kareem

مصرف الراجحي

Al Rajhi Bank



شيخ شبح

69399

متعاقد



11/7 JRY
573