

# **RESUME**

## **MOHD HAROON**

184, Mahigran  
Roorkee - 247 667 Haridwar, Uttrakhand.  
Mobile No:- 6398492614  
Email – officialmohdharoon@gmail.com

### **CAREER OBJECTIVE –**

Seeking innovative and challenging career in a growing organisation which gives me an opportunity to utilize my skills and knowledge and provide me and opportunity for career growth.

### **ACADEMIC QUALIFICATION –**

- High School passed from UK board in 2021.
- Secondary School passed from UK board in 2024.
- Advanced diploma in computer applications in 2023.
- Certificated in CCC at NEILT Haridwar.
- Pursuing Bachelor of Computer Applications at QUANTUM UNIVERSITY.

### **TECHNICAL SKILLS -**

- Microsoft Office
- Tally ERP with GST
- C++
- Adobe Photoshop
- Corel
- Programming in C
- Computer Networking

### **SOFT SKILLS -**

- Problem solving- identify analyse and resolve issues step-by-step.
- Time management- plan and organise your time to work smarter not harder.
- Communication skills- effectively give and receive information.
- Negotiations- settle difference through compromise and agreement.
- Creative thinking- develop innovative solutions to problem.
- Adaptability- easily adjust to changing circumstance.
- Decision making- choose wisely by gathering information and evaluating options.

## **EXPERIENCE -**

❖ Fresher

## **HOBBIES -**

- Exploring new place
- Coding
- Travel
- Reading
- Learning
- Designing

## **PERSONAL INFORMATION -**

Father's name : SHAHJAD ALAM

Date of birth : 05-04-2003

Gender : Male

Nationality : Indian

Marital status : Unmarried

Language known : Hindi, English

## **DECLARATION -**

I have been declared all of the above information are true to best of my knowledge.

Date:

Place: ROORKEE

**(HAROON)**