**Momin Mohd Naqeem Raza**

**Address:** 131, R.no 204 Baldi Manzil Bangal Pura, Bhiwandi 421308

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[raza.hashmatitechnologies@gmail.co](mailto:raza.hashmatitechnologies@gmail.co)m

**OBJECTIVES**

To work with a dynamic organization offering growth and career opportunity and at the same time adopting new ideas and concepts, both for the organizational benefit as well as for the enhancement of career.

**SUMMARY**

1. Proficient in managing the documents.

2. Expert in priortising the work.

3. Excellence in providing comprehensive secretarial and administrative support to colleagues.

4. Proficient in executing the programs using the limited resources.

5. 6.5 months Experience in Data Entry.

**Educational Background**

SSC – Maharashtra Board – 2018 (63.20%)

HSC – Maharashtra Board – 2020 (54.15%)

Bachelor of Science – Mumbai University, 2023

**PERSONAL DETAIL**

1. Date of Birth - 01 July 2002

2. Sex - Male

3. Languages Know - English, Hindi

4. Father’s Name - Abubakar Momin

5. Marital Status - Single

**DECLARATION**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**REFERENCES**

Mr. Raza patel HOD of Computer Science, Thim College, Thane, Mobile: 8087718676

Place: Thane Mohd Naqeem Raza Momin