**SHAIKH IBRAHIM MOHAMMED HANIF**

Mumbai, India.

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**summary**

I am a Professional Business developer with more than 7 years of experience in the business development process. Involved in management, administrative and development of the organization.

I seek every opportunity where I can fully use my skills for the success of the organization.

**Experience**

**ALIF INSTITUTE FOR SCHOOL, SCIENCE AND COMMERCE**

**OFFICE ADMINISTRATOR.**

My experience as an office administrator for the institute, with the responsible duties include,

1. Recruiting, staff coordinating, arrange meetings and record the minutes.
2. Creating data and maintaining periodically in MS-word and MS- Excel.
3. Performed various technical support for the institution.

**TEACHER.**

Worked as a teacher for the institute with a vast experience in,

Teaching for the students of S.S.C subjects like Social science and conducting study camps, and teaching students of H.S.C subjects like economic and Secretary practice.

1. Develop curriculum to meet developmental goals and instructional activities.

2. Prepare lesson materials, grade papers, manage the classroom, and evaluate and give feedback to students.

3. Exercise open and respectful communication with families, co-workers, supervisors, and other institutional staff.

**DATA CONTROLLER.**Worked as a data controller for the institute in which recording of employees and students data in MS EXCEL as well as MS Word editing, formatting, sorting and arranging the data periodically. Processing of data according to the needs of the time for specific use.

**Skills**

\*Quick learner \*Patience \*Tolerance \*Computer skills

\*Decision making \*Collaboration \*Critical thinking \*Self-Discipline

\*Organization \*Organization skills \*Management skills \*Adaptability

\*Time management \*Good communication

**Digital Skills**

\*MS Office [Word, Excel (VLOOKUP, HLOOKUP, PIVOT TABLE)]

\*Digital marketing and advertising

\*Database management

**Desktop Skills**

● Perform Installation, configuration, troubleshooting of PC’s & Laptops.

● Perform Anti-Virus Installation & configuration on desktop.

● Perform software support such as software update, configurations.

● Perform Desktop Application & Installation.

● Fault finding & trouble shooting of Monitor, SMPS, and Mother Board.

● Performed installation, configuration and troubleshooting printers.

● Installation and Maintenance of Network printers.

● Hardware & Software Maintenance.

**Network Skills:**

● Troubleshooting & resolve basic network related problems.

● LAN & WAN Maintenance & troubleshooting.

**Personal Details**

Date of birth : 01/12/1991

Marital Status : Married

Address : G/F/05 Cheeta camp, Trombay, Mumbai - 400088.

**Education**

**SARASWATHI VIDAYALAY ENGLISH HIGH SCHOOL.** **SCHOOLING** **2008**

10th (S.S.C) (Percentage. 55%)

**SWAMI VIVEKANANDA Jr COLLEGE.** **INTERMEDIATE** **2010**

12th (H.S.C) (Percentage. 65%)

**ORIENTAL EDUCATIONAL SOCIETY.** **Graduation** **2013**

Bachelor of commerce in Accounting and finance (Percentage. 51%)

**Languages**

\*English \*Tamil \*Marathi \*Hindi

**Certificate**

1. Marketing and salesmanship.
2. Maharashtra State Certificate in Information and Technology (MS CIT)