

Javed A. Shaikh

Bachelor of Commerce.

Mobile:9898886970

Email: Javedk27786@gmail.com

OBJECTIVE

- Looking for a business facing role where I can put my ideas, knowledge and skills to work and deliver superior results and customer experience. I believe my understanding of business dynamics and strong logical and analytical abilities will help to create an atmosphere of growth and development.

TECHNICAL SKILLS

Computer program	MS office 2003, 2007, MS Access, Tally ERP, Internet.
A.D.S.A.P	Advance diploma software application programing

PROFESSIONAL EXPERIENCE

Organization	Airan LTD.
Designation	As a computer operator and QC since five years.
Duration	Dec 2012 to present

Organization	Karvy Data Management
Designation	Computer Operator
Duration	2010 to 2012

Organization	Capital business system Ltd. (LIC of India)
Designation	Data operator & Management of employee

Duration	2008 to 2010
----------	--------------

Organization	Aabad Accounts
Designation	Office Assistant
Duration	2005 to 2007

ACADEMIC QUALIFICATION

Degree	Year Passing	Percentage	College/University
B.com	March, 2005	63.55%	Gujarat University.
H.S.C	March, 2002	64%	G.H.S.E.B
S.S.C	March, 2000	60%	G.S.E.B

AREA OF INTEREST

- Back office tasks. (Administrative task, accounting, report generation etc.)
- MS Excel, Basic knowledge Access.
- Customer care executive.

PERSONAL DETAILS

Name	Javed A. Shaikh
Address	27, 4 th Floor, Hamid Apartment. Julu Wada, Shahpur Bahai Center. Ahmedabad-380001
DOB	06,January,1986
Gender	Male
Nationality	Indian
Languages Known	English, Hindi, Gujarati
Hobbies	Listening Music, Making new friends, playing cricket.

Javed A. Shaikh.