

	<i>Curriculum Vitae</i>		
Personal information			
Name / Surname	SHAIKH VAKKAS A. RASHID		
Address	D/1 –Farah Complex Opp Shah alam Roza Shahalam, Ahmedabad, Gujarat		
Telephone(s)		Mobile:	91-9157506137
Passport	Available		
E-mail	yakkasshaikh@yahoo.in & shaikhvakkas15@gmail.com		
Marital status:	Married		
Date of birth	28 th Sep 1992		
Nationality	Indian		
Education & Qualification	12 th Standard Pass DTP & MS-Office in Computer		
Mother language	Hindi		
Languages spoken	English, Hindi & Gujarati,		
Areas of Expertise	Computer Data Entry, and other Technical and Non Technical Office work		
Social skills and competences:	Can be leader in a group; Team work skills; Collaborative worker; Self-motivated; Ability to learn new skills; Ability to work under pressure; Ability to work without supervision; Willingness to work in shifts and overtime;		
Organizational skills and competences	Good organizational skills acquired during education and work experience;		
Employment / Occupational field	1) I was MS-Office & DTP Operating Teacher in Progress Tech Computer Classes at Shahalam 2) Currently working at Hawa Engineers Ltd. In Q.C. department since last 10 Years		
Position held/Company	Currently Working At Hawa Engineers Ltd. In Q.C. Department (Documents) since last 10 Years		
Family background:			
Native	Ahmedabad (Gujarat)		
Father	Job		
Mother	Housewife		
Brother	Student		
	VAKKAS SHAIKH		