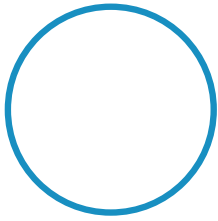# MOHD SHAKIR

EXPERIENCE

Working as IT Assistant in Delhi Govt.

2014-2020 | GBSSS Ashok Vihar Ph-I, Delhi

2020- Present | SKV H Block Vihar Ph-I, Delhi

- Handle all IT-related work of the school
- Manage all admin work of Head of School
- Ensure that orders and circulars are properly maintained

OBJECTIVE

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector. Highly energetic and committed with strong academic background and practical experience in modern and innovative teaching techniques seeks to provide top quality knowledge to students.

ACADEMIC BACKGROUND

University of Delhi
Bachelor of Commerce | 2011 - 2013

Manav Bharti University
Master of Commerce | 2013 - 2015

Maharishi Dayanand University
Bachelor of Education | 2015 - 2017

Himalayan Garhwal University
PGDCA | 2017-2018

IGNOU
Bachelor in Library & Information Science | 2018-2019

Annamalai University
Master in Library & Information Science | 2019-2020

Bhupal Nobels' University
Diploma in Yoga | 2020-2021

Central Teacher Eligibility Test
Qualified CTET Primary & Upper Primary | 2018

MAIN SKILLS

- Office Management
- Computer Knowledge
- Govt. work
- Strong communication skills
- Progress assessment

CONTACT INFORMATION

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SOCIAL MEDIA

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