



# FIROZ AHMED

Back Office Assistant -  
Senior Engineer

Bhopal

To seek a position in an organization  
suited to my abilities & giving my  
best performance which will benefit  
the company, I join.

## Expert Skills

Pivot Table ● ● ● ● ●

Vlookup ● ● ● ● ●

Xlookup ● ● ● ● ●

## Contact

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160 A East Kamla Nagar, C  
sector, BHEL, Bhopal 462022

## Education History

### BOARD OF TECHNICAL EDUCATION JODHPUR

- Diploma in Electrical Engineering  
with 68% score 2013.

### BOARD OF SECONDARY EDUCATION, AJMER

- 12th PCM with 67% score 2010.
- 10th with 72% score 2008.

## Work Experience

### BACK OFFICE ASSISTANT

Indianeers Media , March 2022 - Till

- Working on recruitment process, taking  
interviews, Exam, telephonic interviews  
etc
- Doing registration process for trainees  
which is under Skill India project.
- Maintaining tracker on spreadsheet.

### EXTRA TECHNICAL KNOWLEDGE

Basic Knowledge of web designing

