

ABBAS MEHDI



Email

abbasmehdiabidi@gmail.com

Present Address

605, Durvesh Manzil,
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Sharjah UAE
Contact No. +971-503749680

Permanent Address

Moh. - Fakher Pura,
Naugawan Saddat,
Distt. Amroha,
U.P. - 244251, INDIA
Contact No. +91-8958989091
Whatsapp No. +91-8077879488

Personal Data

Date of Birth : 27-11-1981
Gender : Male
Marital Status : Married
Nationality : Indian
Father's Name : Late Syed Haider
Mother's Name : Late Yaqoot Zehra

Driving License Details

Driving Lice. No.:UP23 20120012189
Date of Issue : 30/10/2012
Date of Expiry : 26/11/2031
Place of Issue : Amroha

Passport Details

Passport Number : Y2982675
Date of Issue : 25/06/2024
Date of Expiry : 24/06/2034
Place of Issue : Bareilly

PERSONAL SUMMARY

A highly motivated, confident individual with exceptional multi-tasking and organisational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers. Possessing a proven ability to help managers to make the best use of their time by dealing with their secretarial and administrative tasks.

Ready and qualified for the next stage in a successful career.

Currently looking for a suitable PA position with a ambitious company.

AREAS OF INTEREST

- TEACHING
- OFFICE ADMINISTRATION
- INTERNET
- COMPUTER

TECHNICAL KNOWLEDGE

- **Computer Skills**
 - ❖ MS Office (Word, Excel & Power Point)
 - ❖ Photoshop
 - ❖ Basic knowledge of Computer & Computer Hardware

WORKING PROFILE

- ❖ Book keeping, General ledger preparation
- ❖ Preparation of cash flow statement
- ❖ Excellent communication skills able to liaise confidently with senior management.
- ❖ Good understanding of Director level responsibilities.
- ❖ An excellent level of attention to detail.
- ❖ Able to work on your own initiative and to tight deadlines.
- ❖ Excellent word processing, shorthand and effective minute taking and IT skills.
- ❖ Ability to prioritise workload in a demanding team environment. Experience & knowledge of Microsoft Office, PowerPoint, Excel, Outlook

WORKING EXPERIENCE

- ❖ I have 11 years of experience in doing computer and laptop hardware work myself. work in your own shop.
- ❖ Three Year Experience in Assistant Clerk and Computer Teacher from Pinewood School, Bijnor Road, Amroha since July 2020 to Present.
- ❖ Three Years Experience in Office Assistance from Aley Mansoob Inter College Amroha, since July 2017 to June 2019.
- ❖ Five Years Experience in Assistant Clerk from MQM Inter College, Amroha since July 2012 to June 2017.
- ❖ Ten Years Experience in Computer Hardware Networking & Sales Purchase from Digitech Computers, Basement, 21. Masih Garh, Sukhdev Vihar, Okhla, New Delhi-110025

STRENGTHS

- Honest, Responsible, Good Communication skill, Optimist, Leadership and Team-mates

HOBBIES

- Working on Computer
- Laptop, Computer & Mobile Repairing
- Reading Books
- Bike Riding

LANGUAGE PROFICIENCY

- English,
- Hindi
- Urdu.

ACADEMIC QUALIFICATION

COURSE	BOARD/UNIVERSITY	YEAR
POST GRADUATION (M.A.)	M.J.P. ROHILKHAND UNIVERSITY BAREILLY.	2017
GRADUATION (B. A.)	M.J.P. ROHILKHAND UNIVERSITY BAREILLY.	2014
INTERMEDIATE (12 TH)	U. P. BOARD ALLAHABAD.	2000
HIGH SCHOOL (10 TH)	U. P. BOARD ALLAHABAD.	1998

PROFESSIONAL QUALIFICATION

COURSE	BOARD/UNIVERSITY	YEAR
ADVANCE DIPLOMA IN HARDWARE & NETWORKING ENGINEERING	IICT (INDIAN INSTITUTE OF COMPUTER TECHNOLOGY), MORADABAD, (U. P.) INDIA	2002
BASIC COMPUTER TRAINING	SHOHRAT COMPUTER ACADEMY, NAUGAWAN SADDAT, (U. P.) INDIA	2001

DECLARATION

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.



Place :

Date :

ABBAS MEHDI
MOB : 0503749680