|  |  |
| --- | --- |
| **Position Applied For:** | IT Manager or MIS Executive or Computer Administrator |
| **Preferred Location:** | Kuwait, UAE, Bahrain, Qatar and Saudi Arabia |

**1. Name : Tarique Anwar**

**2. Father’s Name : Anwar Ahmad**

**3. Date of Birth : 18-01-1989**

**4. Permanent Address : Vaishali, Bihar, India**

**5. Address For Correspondence : Muzaffarpur, Bihar, India**

**6. E-Mail Id : SendMail214@Gmail.com**

**7. Contact No. : 9334 7330 21, 7004757406**

**8. Category (Gen/ST/SC/OBC) : General**

**9. Academic Qualification :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Degree/Diploma  Certificate | Year of passing | College/Institute | Board/University/  Institution | Subjects | Division/ Marks |
| M.Sc.IT | 2013 | NIIT (New Delhi) | Kuvempu University | OOAD with UML Distributed Computing  Data Warehousing  Computer Networks  Network Protocols & Inter Networking, etc. | Grade C/719 out of 1250 |
| B.Sc.IT | 2012 | NIIT (New Delhi) | Kuvempu University | Basics of .NET Software Engineering  Web Programming  Java Programming  Web Commerce, etc. | Grade B/ 1218 out of 1950 |

**10. Diploma/Specialization**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Degree/Diploma  Certificate | Year of passing | College/Institute | Board/University/  Institution | Subjects | Division/ Marks |
| Higher Diploma in Software Engineering | 2010 | NIIT | NIIT | OOP with C Sharp (C#)  DBMS (SQL Server)  ADO.NET, UML, SDLC and ASP.NET | Grade A |

**Count…2**

**11. Experience (reverse chronological order – latest first):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name Of  Organization | Designation | Tenure | | Responsibility/ Assignment | Achievement |
| From | To |
| 1 | **Rural Work Department**  (An Engineering Department Govt. of Bihar, India) | **Computer Administrator** | **01-03-13** | **Till Date** | 1. Online & Offline Reporting of Running projects.  2. Keeping MIS System maintained and up-to-date and Making office communication  3. Monitoring of Projects sanctioned under various Schemes and progress in terms of physical and financial.  4. Monitoring & maintaining of Computer Systems, Printer, Phones & Networks and Diagnosing and solving Hardware & Software Faults  5. Configuring computer Hardware & Operating systems and application  6. Supporting in other relevant task as assigned by Executive Engineer | Now I am confident that I can handle any task related to MIS and IT |
| 2 | Online & IT Solution | IT Professional (Freelancer) | 2014 | Till date | 1. Online Bidding/Tendering  2. Work Agreement Documentation  3. Online Application Form Processing for  Government & Private Institutions | |

a. Total Years of Experience: 4 years

b. Total Years of **relevant experience** (As per the specific position): 4 years

**12. Language:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Language** | **Read** | **Write** | |  |  | | --- | --- | |  | **Understand** | |
| *Hindi* | Yes | Yes | Yes |
| *Urdu* | Yes | Yes | Yes |
| *English* | Yes | Yes | Yes |
| *Arabic* | Yes | - | - |

**13. Computer Proficiency:**

I am good in using Software Application namely Microsoft- Excel, Word, Outlook, Power Point, and SQL Server (DBMS), and all Web browsers. I am too aware of LAN and WLAN Networks. I can configure, Install and format Windows (OS) and basic troubleshooting of Computer Hardware/Software and Printer as well**.**

**Declaration:**

Hereby I declare that all the information provided by me in this application is correct and true in best of my knowledge. If any above mentioned information is found to be incorrect or false, then I shall be declared disqualified and shall be eligible for disciplinary action.

**Signature:**