**Name: MD HEJAZUL HAQUE**

**Mob: 9709647625,**

**Email:** [**hejazulhaque@gmail.com**](mailto:hejazulhaque@gmail.com)

**PostAppliedFor: ComputerTeacher,computeroperator**

**C U R R I C U L U M V I T A E**

**Objective**

**Pursue a professional life, in a highly motivated environment, where i can use my skills in overall development of the organization and thus developing into a highly productive individual.**

**Education**

* **Matriculation (C.B.S.E Board) in the year of 2006**
* **Intermediate C.S.E.B Board) in the year of 2009**
* **B.A (English honours)**

**Career Silhouette**

**Duties include:-**

* Able to work in shifts.
* Ability to work under pressure and independently.
* Able to prepare daily report.
* Excellent communication and writing skills.
* Proficient with computer literate.
* Responsible for other duties as assigned.
* Managing the process related functions on daily basis.
* Preparing daily weekly reports sent to client status.
* Create and modify documents using Microsoft officeare perform general clerical duties like photocopying, faxing, mailing, scanning, creation of CD`s MGS manipulations.
* Develop and maintains good working relationship with all relevant area job & high focus on maintaining all kind of records.
* Maintaining data collection and office documentation. Proficiency in all kind of documentation.
* Filling and archiving of documentation to facilitate easy retrieval at a later data

**Key areas of Strength**

* Exhibit excellent & strong interpersonal and communication and skill (both written and verbal) which are apparent to all I interact with.
* Have a polite nature, pleasing personality and people winning skill with flair to excel.
* Able to make a positive first impression.
* Collaborate actively and proactively with others.
* Logical and strategic thinking.
* Can work effectively towards evolving requirements.
* Integrity and honesty are of foremost importance.
* Technically proficient with knowledge of computers

**Technical Certificate**

* **Hands on experience of TALLY, ACCOUNT AND FINANCE**
* **Hands on experience of MS Office (Ms World, Ms excel, PowerPoint)**
* **Hands on experience of English and Hindi Typing**
* **Hands on experience of Programming Language C,C++**

**Work experience**

* **5 Year Experience At MEGA SKILLEDUCATION OPC PVT LTD as a post of Computer teacher**
* **1 Year Experience in RINCHI HOSPITAL as a post of Computer Operator**

**Languages**

**English : Fluently Speaking English and Hindi**

**: Having a Ability of Politely Communication Skills**

**Personal Skills**

I am a lively human being and I like to communicate among the people with the elite way of performance. I am an enthusiastic, humorous and fast learner. I can assume every responsibility communicates to my job and to deal with difficult task properly and have a strong will to accomplish work objectives.

**Personal Information**

**Name : Md Hejazul Haque**

**Father`s Name : Md Ansarul Haque**

**Date of Birth :01/04/1990**

**Languages Known : English, Hindi and Urdu**

**Religion : Islam**

**Nationality : Indian**

**Marital Status : unmarried**

**Hobbies : Reading & Music**

**Strength : Committed & Confident, Intense in work**

**Standard Address**

**At-Rehmat Colony,Kallu Chowk Pugmil Road,P.O.-Hazaribagh,P.S.-sadar Hazaribagh**

**Dist - Hazaribagh, Pin Code- 825301(Jharkhand)**

**Declaration**

**I do hereby declare that the information given above are true and correct to the best of my knowledge and belief.**

**Date : (Signature)**

**Place :**