

CURRICULUM VITAE

Sk Sanaul Azam

ECNR Passport

Pandua, Hooghly, WB, India, 712149

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OBJECTIVE:

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

WORK EXPERIENCE:

6 years working as Computer Operator

Computer Operator cum Business Development Executive:

Hooghly, WB, India, 712149

Duties & Responsibilities

- ✓ Handling clients
- ✓ Manage Accounts
- ✓ Chat and Emails
- ✓ Office Assistance
- ✓ Staff Management

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
- ✓ PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
- ✓ Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
- ✓ Outlook: Very much familiar to use outlook.

Relevant Skills:

Excellent in Microsoft Office Program:

- ✓ MS Word: Excellent skills in editing typing and maintaining documents.
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- ✓ Outlook: Very much familiar to use outlook.

EDUCATIONAL BACKGROUND:

Bachelor of English (Hons) 2019

Higher Secondary (Science) 2014

Diploma in Software Application

Diploma in Accounting and Efilling

Relevant Qualifications:

Languages:

- ✓ English: Fluent in speaking and writing
- ✓ Hindi: Fluent in speaking and writing
- ✓ Bengali: Fluent in speaking and writing
- ✓ Assamese: Fluent in speaking and writing

PERSONAL INFORMATION:

FullName: Sk Sanaul Azam

Nationality: Indian

Marital Status: Married

Date of Birth: 01st March 1996

Place of Birth: Hooghly, India

Date-05-02-2023

Signature

