# RESUME

# *SALEEM AKHTAR*

**H-23 Muradi Road, Batla House,**

**Jamia Nagar Okhla, New Delhi-110014**

**Mob: +91-9999999999**

**Mail : saleem@gmail.com**

***CAREER OBJECTIVE:***

* **Seeking Innovation and Challenging Career in the field of motive Organization and Trust.**

***PERSONAL STRENGTH :***

* **Willingness to Learn, Ability to Deal With People, Dedication And Positive Attitude.**

***WORKING EXPERIENCE:***

* **Worked As A Computer Operator 11 Months In Country Club Lajpat Nagar**

***EDUCATIONAL QUALIFICATION:***

* **B.A. (Hons) With 2st Division In 2011 From Jamia Millia Islamia University,Delhi.**
* **(10+2) With 1st Division In 2008 From Punjab State Education Board,Punjab .**
* **(10th) With 1st Division In 2006 From Delhi Madarsa Board Delhi.**

***PROFESSIONAL QUALIFICATION:***

* **D.C.A. Computer Course.**

**Swami Vivekananda prashikshan sansthan Shamli U.P**

* **Certificate In English Translation Proficiency With 2nd Division From Jamia Millia Islamia New Delhi.**
* **Diploma in Functional Arabic (Duration-2 Years) with “A” Grade in 2012 from NCPUL, New Delhi**.
* **Diploma In English And Computer With 1st Division From Markazul Maarif Mumbai Branch Kandhla U.P.**

***PERSONAL DETAILS:***

**Father’s Name : Abdus Subhan**

**Date of Birth : 02/01/1989**

**Marital Status : Single**

**Language Known : Urdu, English, Hindi, Arabic and Persian**

**Nationality : Indian**

**Permanent Address : Vill. Parsa,Post & P.S. Kundwa Chainpur, Distt. East Champaran, Bihar-845304, (INDIA).**

***DECLARATION:***

**I hereby declare that the above stated information is true to the best of my knowledge and belief.**

**Place…………………**

**Date ………………… *(SALEEM AKHTAR)***