

Resume

Safin R. Sheikh

Address: B-103, Vinayak Flora Apt., PDPU Road, Raysan

E-mail Id: safin.sheikh23@gmail.com

Contact: 9157989512,7359889408



❖ Objective

To be a part of a highly motivated team and achieve a challenging position in management using the knowledge and experience I have gained till now

❖ Educational Qualification

Sr. No.	Degree	Institute	Board/University	In Year	Per.
1.	MCA	IGNOU	IGNOU	2012	60%
2.	PGDCA	BPPCS(G'NAGAR)	KADI UNIVERSITY	2008	85.31%
3.	B.COM.	NATHIBA COMMERCE COLLEGE(G'NAGAR)	GUJARAT UNIVERSITY	2007	59.22%
4.	H.S.C.	BA SHRI VASANT KUNVARBA(G'NAGAR)	GSHEB	2004	56.67%
5.	S.S.C.	GURUKUL(G'NAGAR)	GSEB	2002	59.57%

❖ Employment details commencing from the latest

Sr. no.	Name of Institution	Period	Designation	Name of Duties
1	SHETH M.B.SCHOOL, PETHAPUR	RUNNING FROM(NOVEMBER 11,2011)	HEAD OF DEPARTMENT(STD 3 TO 8)	ENTIRE DUTY OF DEPARTMENTAL HEAD WHICH IS DRAWN BY THE ORGANIZATION
3	GIDC SKILL UPGRADATION CENTER,GANDHINAGAR	6 MONTHS(JULY 2012 TO DECEMBER 2012)	VISITING FACULTY	TO TAKE LECTURE IN COMPUTER DEPT.
4	SARVA SHIKAHA ABHIYAN,MANSA,GANDHINAGAR	4MONTHS(SEPTEMBER 2010 TO DECEMBER 2010)	MANAGEMENT INFORMATION SYSTEM COORDINATOR	CO-ORDINATION WITH SCHOOLS CRC AND MONITORING OF SCHOOL'S PROGRAM, COLLECT AND MANAGE DATA FROM CRC, SEND IT TO DISTRICT FROM TALUKA AND REPORT ALL WORK TO BLOCK BRC.

5	ECIT GOVT. OF INDIA ENTERPRISE, GANDHINAGAR	1 YEAR(AUGUST 2009 TO SEPTEMBER 2010)	PLACEMENT OFFICER CUM ADMIN CUM COUNSELOR	RECRUITING OF STUDENT, ADMIN WORK, STUDENT LOAN INCHARGE, COUNSELLING.
6	S.K.PATEL INSTITUTE OF COMPUTER STUDIES , SEC-23,GANDHINAGAR	1 YEAR(JULY 2008 TO AUGUST 2009)	VISITING FACULTY	TAKING LECTURES IN PGDCA DEPARTMENT

❖ Training received with details of the Institutions where such training was undertaken, period and area of training, Conference and workshops attended.

Training Name	Training Institution or Place	Period of Training	Area of Training
DISE 2010 For Block MIS co.	Sarva Shiksha Abhiyan(Junagadh)	1 Day	Get Data from District, Installing of oracle, DISE Installation from SSA website, Import all the file, create table space, create User etc.
Partners in Learning teacher Training Program	MICROSOFT Academy	6 Days	Teacher Training Program and in Last we all trainee had to make Presentation on our self innovated topic.
Microsoft Windows7 Ultimate OS	ECIT Govt. Inst.	1 Days	Use of OS, Feature of OS windows7

❖ Training Given

Training Name	Training Institution or Place	Period of Training	Area of Training
DBMS	Jalseva Board,sector-15,gnr	1 Day	Ms-AccessTraining had been given to state level govt. engineers of Ms-Access

❖ Computer Skill

❖ SoftwareSkills

1. MS Office
Word, Excel, Powerpoint, Access
2. Google Drive
Docs, Drive, Forms, Gmail, Sheets
3. Spreadsheets
Excel functions, pivot tables,charts, vlookups, formatting etc.

4. Email
Gmail, mail merge, filters, folders
5. Presentations
PowerPoint presentations with elements
6. Operating systems
Microsoft Windows

❖ Hardware and Network Skills

Hardware configuration, Printer installation and basic solution, tech support, software installation, Network configuration, security etc.

❖ Other Skill

- ADMINISTRATION
- TEACHING
- DOCUMENTATION
- GOOD COMMUNICATION
- COUNSELING
- CO-ORDINATION

❖ Personal Detail

Name	Safin Rafiqahmed Sheikh
Date of Birth	5 th January, 1987
Birthplace	Gandhinagar
Marital status	Married
Spouse	Mayank M. Abiyani
Religion	Islam
Nationality	Indian
Language known	Gujarati, Hindi, English

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