

Mohd Shahid Mir

Srinagar, Jammu Kashmir • DOB: 23 January 1996

📞 Phone

✉ Email

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Professional Summary

Motivated humanities and social sciences graduate with advanced training in History and ongoing study in Political Science. Experienced in public-sector documentation, field coordination, and structured administration. Strong skills in archival research, qualitative analysis, oral history, historiography, and academic writing. Known for precision, reliability, and a disciplined approach to government documentation and research work.

Education

- **M.A. Political Science (Pursuing)** Indira Gandhi National Open University (IGNOU)
- **M.A. History (Completed 2024)** Indira Gandhi National Open University (IGNOU)
- **B.A. Humanities (2022)** Indira Gandhi National Open University (IGNOU)
- **Diploma in Civil Engineering (2014–2017)** Government Polytechnic College Budgam

Professional Experience

Multi-Tasking Staff (MTS) — J&K Animal Husbandry Department (Year–Present)

- Maintain official registers, government files, and structured office documentation with accuracy.
- Support officers in data verification, report preparation, and field coordination activities.
- Manage clerical workflows, file movement, form processing, and government communications.
- Strengthened administrative discipline, confidentiality, and precision in documentation handling.

Skills

Technical Stack

- MS Word, Excel, PowerPoint; Basic AutoCAD; PDF handling; Zotero reference manager

Research & Academic Skills

- Archival research, qualitative analysis, transcription, oral-history interviewing
- Historiographical evaluation, comparative study, literature reviewing
- Academic writing, research organization, citation (Chicago, MLA)

Administrative & Office Skills

- Record keeping, file management, data entry, documentation review
- Official communication drafting, workflow support, schedule coordination
- Confidential records handling, public-service communication

Soft Skills

- Communication, organization, teamwork, adaptability, time management

Languages

- English, Urdu, Kashmiri, Hindi

Research & Academic Work

- Conducted archival surveys of historical documents and administrative records.
- Performed oral-history interviews and created structured transcripts.
- Produced research papers on governance, political behaviour, and social change in Kashmir.
- Developed academic essays based on critical, comparative and evidence-based frameworks.