Naved Ahmad Siddiqui

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Summary

To obtain a position where my experience and education can be utilized and expanded. Handles multiple responsibilities simultaneously while providing exceptional customer service. Quickly learns and masters' new concepts and skills. Passionate about ensuring leave from here with a positive experience.

Skill Sets

- Good communication skills
- Reasoning ability
- Analytical skills
- Team player

Hobbies

- Teaching
- GYM Lover
- Learn new skills
- Exploring new places

Highlights

- Computer Center
- Programmer
- Personal Trainer
- Computer Trainer
- Cashier Manager
- Graphic Designer
- Account Officer

Experience

COMPUTER CENTER
NEW RAYS COMPUTER EDUCATION HUB, LUCKNOW - 2009 to 2017.
NS SIDD TUTORIAL, MUMBAI - 2018 to till now.
- I started my computer center alone.
- There were many difficulties in running the center and I faced them.
- In 2017, that center was closed due to my coming from Lucknow to Mumbai.

CASHIER MANAGER - 2018 to 2019.
INFINITY-PANTALOONS, MUMBAI
- I worked here for 8 months.
- I was the cashier manager here.
- After 8 months the owner was healed and hence the entire staff was replaced.

PROGRAMMER & GRAPHIC DESIGNER- 01.07.2020 to 31.08.2021.
EXCEL ENGINEERING SERVICES, MUMBAI
- When I was completing my graduation, I started freelancing (till now).
- I was sincere and hardworking and proved my ability to my best.

PERSONAL TRAINER - 2018 to till now.
FREELANCING-GYM, MUMBAI
- I liked fitness very much, so I started doing gym.
- I liked it, so I did a fitness course and then also started giving training.

ACCOUNT OFFICER, MUMBAI (All three companies are the same owner.)
REDAN ENTERPRISES - 20.03.2018 to 09.02.2024.
KOOL INDIA REFRIGERANTS PVT. LTD. - 01.05.2019 to 30.12.2023.
- Here I have also worked on Tally Earp 9.0 and Tally Prime.
- Also used to do Microsoft Office or office work.

COMPUTER TRAINER – 01.06.2024 to till now.
VIDYA NGO, MUMBAI
- Here I'm a computer trainer.
- Here I teach Basic It, Advanced Excel, Data Entry, Tally Prime with GST, Web Development, DTP, Hardware and Networking, Digital Marketing, etc.

Education

BCA: **Bachelor of Computer Applications - 2020**
Yashwantrao Chavan Maharashtra Open University, Mumbai.

HSC: **Higher Secondary Certificate – 2015**
Jagat Jeet Inter Collage, Lucknow.

SSC: **Secondary School Certificate – 2013**
Jagat Jeet Inter Collage, Lucknow.

Operating System: Latest Windows.
Programming Languages: JAVA, PHP, C, C++.
Web Designing: HTML, CSS, JAVA Script.
ADCA, Tally-ERP.9.0, DTP, Digital Sakshar Course.

Achievements & Academic Project

Got 2nd place in the inter college fest.
Participated in inter- state level running competition.

Hotel Management System
To computerize the functions in the hotel like creating database, booking etc. and to make the process easy.

Personal Profile

Date of Birth	Languages
05th JULY 1998	Hindi, Urdu, English