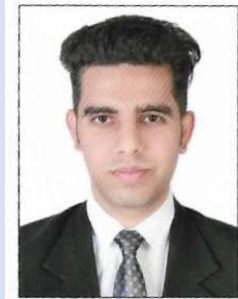


Contact: +91 8305775176

Email: adnanhafeez19@gmail.com



Adnan Hafeez

CAREER OBJECTIVE

- To work for a company where I can utilize my strong interpersonal skills and customer service skills in order to accomplish personal and organizational objectives, and grow along with the growth of the organization.

EDUCATIONAL QUALIFICATIONS

- Post-Graduation Diploma in **Computer Applications** (PGDCA) from **Makhanlal Chaturvedi University**, Bhopal M.P With Distinction
Duration: January 2022-2023
- Bachelors of Commerce from **Maharaja Chhatrasal Bundelkhand University**, Chhatarpur M.P with **A+ Grade** Course Duration: July 2018-2021

- Passed Higher Secondary(12th) In 2018 With **85.3%** From Sanmati Vidya Mandir Public School, Chhatarpur M.P
- Passed Secondary Education (10th) In 2016 With **85%** From Sacred Heart Convent High School, Khajuraho M.P

Work Experience

- Working as Content Writer for **Nexon Mediatech Pvt Ltd.** (October 2022-Present)
- Internship as Content Writer for Nexon Mediatech Pvt Ltd. (March 2022-October 2022)
- 2 Years' Experience in Teaching and Mentoring Students (2020-2022)

ACHIEVEMENTS

- Secured Rank Among Top 20 in Madhya Pradesh in Olympiad
- Hosted and Managed Cultural Fests Organized by Shilpgram (Cultural Organization) on Behalf of State Government
- CPCT Certification With Distinction and Clearance in 1st Attempt
- Volunteered "COVID WARRIOR" Initiative to Create Awareness Regarding Covid-19 Pandemic
- Participated In Various Inter School Tournaments and Won Several Medals

SKILLS

- Fluency In English and Hindi

- Great Communication Skills
- Great Adaptability
- Leadership Skills
- Gifted Motivator
- Team Player

PERSONAL DETAILS

Date Of Birth	19th March 2001
Languages Known	English, Hindi & Punjabi
Hobbies	Chess, Music & Reading Books

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge & belief.

DATE:

PLACE:

ADNAN HAFEEZ