

# Curriculum Vitae

**HASIB AHMED**

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**ADDRESS:** - House no. 31 Gali no 10, Durga Park,  
Near Rajasthan Store, West Sagar Pur,  
Delhi 110045, New Delhi India.

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**Strong experience of data entry operator. Honest, professional, and hard-working person. Good communication, interpersonal, and coordination skills.**

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## ➤ Job Objective:-

- ❖ To obtain a data entry operator position that fully utilize my experience and abilities.

## ➤ Education:-

- ❖ BA Graduation from, Delhi University 2015.
- ❖ Higher Secondary from 12th from C.B.S.E Board.
- ❖ High School from 10th from C.B.S.E Board.
- ❖ Diploma in Computer Applications.

## ➤ Summary of Skills:-

### Career Summary:-

- ❖ Strong experience of data entry operator.
- ❖ Punctuality.
- ❖ Honest, professional, and hard-working person.
- ❖ Good communication, interpersonal, and coordination skills.
- ❖ **Possess Good Knowledge:-** MS-Word, MS-Excel, Html5, Adobe Dreamweaver CS5, Adobe Photoshop CS5, Sublime Text, MS-Outlook, Gmail, Notepad, and Word Pad.
- ❖ Typing speed – 25+ words per minute.

➤ **Data Entry Work Experience:-**

**Total work experience as data entry operator 5 years.**

❖ **Designation: Data Entry Operator (Indian Holiday PVT. LTD.)**

- ❖ February 2015 to Present.
- ❖ Ensuring the accuracy of data entered into the computer program.
- ❖ Forwarding travel queries received via software and emails.

❖ **Designation: Executive Operations (Innovation Group)**

- ❖ 14<sup>th</sup> May 2014 to 16<sup>th</sup> January 2015
- ❖ I also hold experience working in the mailing department.

➤ **Personal Details:-**

❖ Father Name	:	Mushir Ahmed
❖ Mother Name	:	Khurshida Begum
❖ Date of Birth	:	31st August 1989
❖ Nationality	:	Indian, Muslim
❖ Gender	:	Male
❖ Marital status	:	Single
❖ Languages	:	English, Hindi
❖ Hobbies	:	Music & Cricket

➤ **Declaration:-**

- ❖ I hereby declare that the information provided by me is true to the best of my knowledge and belief.

**Date:** .....

**Place:** .....



**HASIB AHMED**