

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.

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

➤ Job Objective:-

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

➤ Education:-

- ❖ Bachelor of Arts Programme School of Open Learning Delhi University 2015.
- ❖ Higher Secondary from Govt. Boys Senior Sec. School no.1, 12th from Central Board of Secondary Education.
- ❖ High School from Govt. Boys Senior Sec. School no.1, 10th from Central Board of Secondary Education.
- ❖ Diploma in Computer Applications.

➤ Summer of Skills:-

IT Skills:-

- ❖ Total work experience as data entry operator 4 Years 6 months.
- ❖ 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.
- ❖ 1st Computer Diploma as Mind-Tech Institute Training Certificate in Delhi.
- ❖ 2nd Computer Diploma as Jawahar Institute Certificate in Delhi.
- ❖ Typing speed – 25 + 35 words per minute.

➤ **Data Entry Work Experience:-**

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

❖ February 2015 to Present.

❖ Ensuring accuracy of data entered into the computer programming.

❖ **Designation:** Data Entry Operator Mailer (Innovation Group)

❖ May 2014 to January 2015

❖ I also have experience in printing and mailing.

➤ **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.....

(Hasib Ahmed)

Place in.....