# **Curriculum Vitae**

**HASIB AHMED** 

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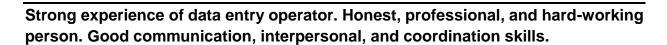
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ADDRESS: - House no. 31 Gali no 10, Durga Park,

Near Rajasthan Store, West Sagar Pur,

Delhi 110045, New Delhi India.



## >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
❖ Mother Name
❖ Date of Birth
❖ Nationality
∴ Mushir Ahmed
Khurshida Begum
31st August 1989
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.

Place: .....

Date: .....

**HASIB AHMED** 

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