

RESUME

Mohd. Shakir

H.NO. E11/95, Hauz Rani

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Career Objective:

To work in a most challenging sophisticated and more over in exiting Company setting which helps me to achieve the best of skill. To keep my Knowledge up to date with the new advancement in fields.

Academic Education:

- 10th Passed from C.B.S.E. Board in the year 2012.
- 12th Passed from NIOS in the year 2018.

Work Experience:

- Three Year Work with NWDA (National Water Development Agency) as a data entry operator on contract basis.
- Preparation of Meeting Agenda & Minutes, Power Point Presentation, Annual Report, Reply of VIPs & Minister's, and other department letters, Miscellaneous Notes, Data Entry and other miscellaneous works etc. with consultancy.
- Typing works,
- Some works knowledge like Filing, Scanning, Dispatching, Mailing, Internet Surfing, Installing Software and applications of the computer.

Competencies:

- Quick learner, adapt well to changes.
- Hardworking and committed to excellence.
- Confidence and positive attitude towards work.
- Excellent communications skills.

Extra Curriculum:

- Awarded 1st rank in Inter School level Sports and Cricket Championship.
- Involved in various cultural activities held at School and College level.
- Took part in cricket and badminton tournaments held at school and college level.

Personal Profile:

Father's Name	:	Mohd. Shahzad
Date of birth	:	12/02/1997
Nationality	:	Indian
Sex	:	Male
Marital Status	:	Unmarried
Language Known	:	Hindi, English & Urdu
Religion	:	Islam
Hobbies	:	Readings Books

Deceleration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Place: New Delhi

(Mohd. Shakir)