

Curriculum Vitea

Full Address:-

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(FAIZAN MIAN)

Career Objective:-

I Can hard work any work & any company. To utilize my knowledge skill handles all the career opportunities as a responsible. I Am seeking a position that will utilize my skills and offer the chance for advancement as well as additional skills and experience to attain growth career in any computer work.

Education Qualification:-

- Higher Secondary
 - ❖ From C.B.S.E Board.
- Senior Secondary
 - ❖ From C.B.S.E Board.
- B.A Pursuing
 - ❖ From IGNOU.

SKILLS:-

1. Year WEB DESIGNING CERTIFICATE COURSE (**FROM OXFORD INSTITUTE YAMUNA VIHAR DELHI**) .
2. Month MS OFFICE CERTIFICATE COURSE (**FROM SANSKAR ASHRAM (GOVT) FRONT OF GTB HOSPITAL DELHI**) .
6. Months TALLY (9.0 7.2 6.0) & MS OFFICE 2007 (**FROM SATYAM INSTITUTE DURGA PURI DELHI**) .
3. Month TALLY ERP 9 With GST CERTIFICATE COURSE (**FROM JUNEJA EDUCATION CENTER SHAHDARA DELHI**) .
3. Months ENGLISH TYPING (**FROM JUNEJA EDUCATION CENTER SHAHDARA DELHI**) .
3. Month HINDI TYPING (**FROM JUNEJA EDUCATION CENTER SHAHDARA DELHI**) .
1. Month Retail Course (**FROM BHARTI WALMART TRAINING CENTER IN PUSA ITI NEW DELHI**) .

Experience:-

1. Years' Experience As a Computer Faculty (**IN BASIC INSTICNT SHAHDARA DELHI**) .
- 1 Year Experience As a "(DEO)" DATA ENTRY OPERATOR (**IN AAKASH ENTERPRISES DILSHAD COLONY DELHI**) .

6. Month Experience is ONLINE WEBSITE FIL COMMENTS (IN WM TECHNOLOGY IN DILSHAD GARDEN DELHI) .

8 Months Experience As a Preparing EXCEL & PPT FILE (IN HAZRAT ADVERTISING DILSHAD COLONY DELHI).

8 Months Experience As a Billing Operator In BUSY SOFTWARE IN BALAJI BEAUTI POINT DELHI.

10 Month Experience As a Accountant In (Tally Erp9) With GST IN OFFICE ASSISTANCE DELHI.

Hobbies:-

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- My Hobbies Is SURFING INTERNET & READING KNOWLEDGE BOOK

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