

MOHAMMED FAIZAN

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Career Objective:

To attain a challenging & responsible position in established organization where I can contribute the best of my knowledge & efforts for my career & for the organization.

Course	Institute/College	University	Year of Passing
B.Sc.(Maths)	Harivansh Ray Bachchan Degree College, Unnao, U.P.	CSJM University (Kanpur University)	2011-2014
Senior Secondary(XII)	Govt. Inter College, Unnao, Uttar Pradesh	U.P. Board, Allahabad	2008-2010
High School(X)	Matchless Inter College, Unnao, Uttar Pradesh	U.P. Board, Allahabad	2007-2008

Certifications/Skills

- Certification of MS Office

Professional Experience

Vedant Coaching Classes,Unnao (July2014-Sep 2018)

Had been taking coaching classes for students of 9th -12th standards for Physics and Maths.

Covering Syllabus with defined timelines and conducting periodic tests.

Evaluation of tests and presenting report to coaching management.

Enabling new student's admission in the coaching.

Galtech Infosolutions Pvt. Ltd., Delhi (Oct 2018-Till Date)

Work profile : Working as GeM Executive having 2 years of experience. Expertise on GeM Portalworking

- **Handling hardware products (Hitachi Projectors/ Toshiba MFP ,IFPD etc.) presales and GeM portal activity.**
- **Searching of Tenders through online on GeM**
- **Expertise on managing GeM portal and won many deals from Govt. clients.**
- **End to end working for GeM orders from managing bid to payment collection**

My Strengths:

- Team working skills -Participated in various activities during college, Class Coordinator.
- Positive attitude.
- Quick learner, flexible & energetic.
- Goal oriented & responsible.
- Disciplined smart worker.

Extra-Curricular Activities:

- Participated in Cricket Tournament & Represented the college.
- Participated in Chess Competition.
- Handled responsibility of Class Coordinator in school and did campaigning during collegefor College President Election.

Hobbies

- Watching Cricket & Analyzing Scenario
- Playing Chess
- Resolving Puzzle

Personal Data

Name : Mohammed Faizan

Date of Birth : 11-07-1993

Correspondence Address : 349, New Ashok Nagar, New Delhi-110096

Gender/Marital Status : Male/Unmarried

Nationality : Indian

Languages Known : Hindi and English

Declaration

I hereby declare that the above given information is true and correct to the best of my knowledge.

Thanks & Regards,

Place-Delhi

Mohammed Faizan