CURRICULUM VITAE

ISLAMUDDIN

**P.N. 815, Gali No. 4, Nahari ka Naka
Madina Maszid Shastri Nagar,
Jaipur. Pin: 302016
Contact No. 9887758786,
E-mail:- islam.815@gmail.com**

Objective:

To seek a challenging career in an organization having the environment that encourages continuous learning and provides exposure of new technologies, so as to achieve professional and personal growth.

Education:

Course	Institute/University	Year
10th	Board of Sec. Education, Ajmer	2006
12th	Board of Ser. Sec. Education, Ajmer	2008
B.A	University of Rajasthan	2011
RSCIT	Vardhman Mahaveer Open University, Kota	2011
PGDCA	Vardhman Mahaveer Open University, Kota	2019

Working Experience:

- Worked as an Office Assistant, Pioneer e-Solution Pvt. Ltd New Delhi from 01 April 2020 to 31 July 2020 in Directorate Treasuries & Accounts, Vitta Bhawan Jyoti Nagar, Jaipur

- Worked as an Office Assistant, Innowave IT Infrastructures Limited, Mumbai from 01 October 2016 to 31 March 2020 in Directorate Treasuries & Accounts, Vitta Bhawan Jyoti Nagar, Jaipur.

- Worked as a Junior Office Assistant, IAP Company Pvt. Ltd. Gurgaon, New Delhi from 01 May 2016 to 30 September 2016 in Directorate Treasuries & Accounts, Vitta Bhawan Jyoti Nagar, Jaipur.

- Worked as a Data Entry Operator+1 year experience Computer Clinic India Private Limited, New Delhi from 01 June 2013 to 30 April 2016 in Directorate Treasuries & Accounts, Vitta Bhawan Jyoti Nagar, Jaipur.

- Worked as a Data Entry Operator, The Providers Management Informatics Private Limited, Chandigarh from 01 August 2012 to 30 May 2013 in Directorate Treasuries & Accounts, Vitta Bhawan Jyoti Nagar, Jaipur.

Technical Qualification

- Basic knowledge of computer
  (MS Excel, MS Power Point, MS Word, MS Dos)
- Internet
- D.T.P (Desktop Publication)
  (Photoshop, PageMaker & CorelDraw)
- Hindi & English Typing (Hindi 50 p.w. & Eng 40 p.w.)
- Certificate in Application & Designing (CAD) Conduced by National Institute of Computer Education.
- Rajasthan State Certificate Course in Information Technology (RS-CIT) Conduced by Vardhaman Mahaveer Open University, Kota under control of Rajasthan Knowledge Corporation Limited."
- PG Diploma in Computer Application (PGDCA)

Strength:

- Hard working & Time Punctual
- Self Confident
- Accept the challenges

Motto of Life:

- Success is a journey not a destination in life.

Personal Details:

Name	:	Islamuddin
Father's Name	:	Abdul Salam
Date of Birth	:	14.01.1991
Sex	:	Male
Permanent Address	:	P.N.815, Gali.4, Nahri ka Naka Madina Maszid Sashtri Nagar, Jaipur PIN: 302016
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	Hindi & English
Hobbies	:	Reading Book and Playing Cricket

Declaration:

I here by declare that the information provided above is true to the best of my knowledge and belief.

Date:

Place: Jaipur

(Islamuddin)