

CURRICULUM - VITAE

SHOKEEN ALI

Address - Village+Post- Bachiti,
Distt-Saharanpur (U.P.),Pin Code-247551
Mob.No. - +919068562916, +917895787362.
Email Id - shokeentyagi@gmail.com



Passport No:-

J2555558

Driving Licence:- MCWG, LMV
Date of issue:- 19/07/2016
Validity:- 18/07/2036

Passport Type:- ECNR

Skills:-

Communication - Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.

Planning and organizing - Refined planning and organizational skills that balance work, team support and responsibilities in a timely and professional manner.

Systems knowledge - Experience in preparing and analyzing reporting data for management accurately and to .

Educational Qualifications:

| Degree | Board | Institution | Start | End |
|--------|----------------|---|-------|------|
| BCA | HNB University | IMS College Roorkee . | 2007 | 2010 |
| XII | UP Board | Adarsh Inter College Telheri Buzurg, Saharanpur | 2006 | 2007 |
| XI | UP Board | Adarsh Inter College Telheri Buzurg, Saharanpur | 2004 | 2005 |

Work Experience :-

1. Worked as a **Computer Operator** in “**Data Matrix Solution Pvt. Ltd.** for a period from (02.05.2010 to 30.08.2012)
2. Worked as a **Data Entry Opeartor/Compoter Operator** in **Samruddha Jeevan Multi State Multipurpose Co- Operative Society Ltd.**(From 26.Apr.2013 to 03.Feb. 2016)

Gulf Experience:-

- Worked as a **Data Entry Operator** in **Supermarket in Riyadh** for a period from (15.Sept.2016 to 20.May.2018)

Job Description:-

- Online software working.
- Daily update for excel sheet.
- Daily Recived items update for software and etc.

Gulf EXPERCINCE:- 20 Months**India EXPERCINCE:- 5 Years and 2 Month.****TOTAL EXPERCINCE:- 6 Years and 10 Months.****Diploma Computer:-**

- One Year *Basic Diploma of Computer* from V.I.C Jhabrera, Roorkee.

Computer Proficiency:

- Computer Fundamental
- Ms Office
- Internet
- Networking

Languages Known:-

| Languages | Read | Write | Speak |
|-----------|------|-------|-------|
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |

Personal Details:

| | |
|----------------------|---|
| Father's Name | Sh.Tayyab Ali |
| Mother's Name | Smt.Mahmuna |
| DOB | 20/07/1991 |
| Sex | Male |
| Mother Tongue | Hindi |
| Hobbies | Watching Movie and Cricket Playing |
| Mobile | +919068562916, +917895787362. |
| Address | Village+Post-Bachiti, Distt- Saharanpur UP 247551 |

Declaration:

- I hereby affirm that the details endowed are true to the best of my knowledge and belief.

Place

Date

(SHOKEEN ALI)

