

Name: MD HEJAZUL HAQUE

Mob: 9709647625,

Email: hejazulhaque@gmail.com

PostAppliedFor:

ComputerTeacher,computeroperator

C U R R I C U L U M V I T A E

Objective

Pursue a professional life, in a highly motivated environment, where i can use my skills in overall development of the organization and thus developing into a highly productive individual.

Education

- **Matriculation (C.B.S.E Board) in the year of 2006**
- **Intermediate C.S.E.B Board) in the year of 2009**
- **B.A (English honours)**

Career Silhouette

Duties include:-

- Able to work in shifts.
- Ability to work under pressure and independently.
- Able to prepare daily report.
- Excellent communication and writing skills.
- Proficient with computer literate.
- Responsible for other duties as assigned.
- Managing the process related functions on daily basis.
- Preparing daily weekly reports sent to client status.
- Create and modify documents using Microsoft office_are perform general clerical duties like photocopying, faxing, mailing, scanning, creation of CD`s MGS manipulations.
- Develop and maintains good working relationship with all relevant area job & high focus on maintaining all kind of records.
- Maintaining data collection and office documentation. Proficiency in all kind of documentation.
- Filling and archiving of documentation to facilitate easy retrieval at a later data

Key areas of Strength

- **Exhibit excellent & strong interpersonal and communication and skill (both written and verbal) which are apparent to all I interact with.**
- **Have a polite nature, pleasing personality and people winning skill with flair to excel.**
- **Able to make a positive first impression.**
- **Collaborate actively and proactively with others.**
- **Logical and strategic thinking.**
- **Can work effectively towards evolving requirements.**
- **Integrity and honesty are of foremost importance.**
- **Technically proficient with knowledge of computers**

Technical Certificate

- Hands on experience of TALLY, ACCOUNT AND FINANCE
- Hands on experience of MS Office (Ms Word, Ms excel, PowerPoint)
- Hands on experience of English and Hindi Typing
- Hands on experience of Programming Language C,C++

Work experience

- 5 Year Experience At MEGA SKILLED EDUCATION OPC PVT LTD as a post of Computer teacher
- 1 Year Experience in RINCHI HOSPITAL as a post of Computer Operator

Languages

English : Fluently Speaking English and Hindi
: Having a Ability of Politely Communication
Skills

Personal Skills

I am a lively human being and I like to communicate among the people with the elite way of performance. I am an enthusiastic, humorous and fast learner. I can assume every responsibility communicates to my job and to deal with difficult task properly and have a strong will to accomplish work objectives.

Personal Information

Name : Md Hejazul Haque
Father`s Name : Md Ansarul Haque
Date of Birth :01/04/1990
Languages Known : English, Hindi and Urdu
Religion : Islam
Nationality : Indian
Marital Status : unmarried
Hobbies : Reading & Music
Strength in work : Committed & Confident, Intense

Standard Address

**At-Rehmat Colony, Kallu Chowk Pugmil Road, P.O.-
Hazaribagh, P.S.-sadar Hazaribagh
Dist - Hazaribagh, Pin Code- 825301(Jharkhand)**

Declaration

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

Date : _____

(Signature)

Place : _____
