# Ahad Baig Email:[mdahd44@gmail.com](mailto:mdahd44@gmail.com)

# Mobile No: 8423136920

**CAREER OBJECTIVE**

With a brilliant professional record, I aspire to take a challenging assignment which provides me an opportunity to contribute my efforts and skills acquired over the years for the growth of the organization and self.

**SUMMARY OF QUALIFICATIONS**

* Have Experience in **MS Office – MS Excel, MS Word, MS PowerPoint.**
* Have Experience in using **Outlook and MS Teams.**
* Have worked on Data Management **in Excel, Company’s Internal Tool.**
* Have a Good communication Skill **– English and Hindi.**
* Have a Good typing Speed **– English and Hindi**

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| **TECHNICAL EXPERTISE** |  |
| **Operating Systems** | **:** Windows, Mac |
| **Typing Language**  **Speaking Language** | **:** English and Hindi  **:** English and Hindi |

**WORK EXPERIENCE**

* Worked as a **Computer Operator** at **Hoin Mal Sons Enterprises Pvt. Ltd. (25 months)**

**COMPUTER CERTIFICATION**

* **Diploma in Computer Application, Business Accounting and Multilingual D.T.P from NIELIT in 2016**
* **Certification on Tally Guru from the Commerce House.**

**STRENGTHS**

* A good team player with strong communication, planning and problem-solving skills
* Ability to handle multiple projects and demonstrate initiative and adaptability
* Experience of working in pressured environment to strict deadlines
* Commitment, result oriented and interested to learn new technologies
* Good communication skill and typing speed in English and Hindi.

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| **ACADEMIC CREDENTIALS** | | | |
| **Education/ Qualification** | **Name of the Institution/University** | **Year of Passing** |
| B. SC | CSJMU, Kanpur | 2019 |
| Intermediate | I.S.C | 2014 |
| High School | ICSE | 2012 |

**PERSONAL INFORMATION**

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| Date of Birth | **:** 31th January |
| Gender | **:** Male |
| Address | **:** Salon |
| Languages Known  **Place :** Salon | **:** English, Hindi |
|  | **(Ahad Baig)** |