**CURRICULUM VITAE**



**Post Applied For…. Center Manager**

# ESOP In Operations certified

**Master and Business Administration in Marketing**

# My Skill :BFSI Trainer cum Domestic data entry operator (DDEO) cumIT Traine

# SHAMS MASIHA

# Email: shamsmm786@gmail.com Mob: 7808332565

**OBJECTIVE:**

**I aspire to become an efficient and effective entrepreneur who can trace out a new trajectory for my through my skills and team spirits.**

**SOFTWARE SKILLS:**

**\*ADVANCE DIPLOMA IN COMPUTER APPLICATION**

**(ADCA) FROM NILITE (“O” LEVEL)**

**MINISTRY OF HRD AND MINISTRY OF INFORMATION TECHNOLOGY.**

**(GOVERNMENT OF NEW.DELHI) STUDY CENTER, ARA**

**SOFTWARE EXPOSURES:**

**Skill for Information Technology (I. T)**

**Types of windows os**

* **Windows 98 (1998)**
* **Windows ME (2000)**
* **Windows 2000 (2000)**
* **Windows XP (2001)**
* **Windows Vista (2006)**
* **Windows 7 (2009)**
* **Windows 8 (2012)**
* **Windows 8.1 (2013)**
* **Windows 10 (N/A)**

**\*MS-Microsoft Office 2021, Advance Excel. Internet surfing. Email \*POWER POINT, \*ANIM, C++, VISUL BASICS, \*ORACLE,**

**Advanced Tally Prime \*TALLY- with GST.ERP 9.0, \*TALLY- 7.2, \*TALLY- 6.3, \*TALLY- 5.4,**

**\*TALLY-4.5,**

**\*BUSY, \*ADOBE PAGEMAKER, \*PHOTOSHOP,**

**Advance Skill for BFSI**

**S.No Name of the QP**

**1**

**Mutual Fund Agent**

**2**

**Equity Dealer**

**3**

**Business Correspondent**

**4**

**Loan Approval Officer**

**5**

**Life Insurance Agent**

**6**

**Small and Medium Enterprise Officer (SME**

**7**

**Officer)**

**8**

**Debt Recovery Agent**

**9**

**Accounts Executive Receivables & Payable)**

**10**

**Accounts Executive (Recording**

**BFSI**

**S.No Name of the QP**

**11**

**Accounts Executive (Payroll)**

**12**

**Accounts Executive (Statutory Compliance)**

**MBA in Marketing**

**Retail Skill for listed below.**

**PROGRAMS AND COURSES:**

**The RASCI-SkillEd learning portal offers a variety of courses aligned to the occupational standards for various job roles of the retail sector with or without assessment leading to certification. Few of these**

**Courses are listed below:**

**• Retail Store Operations Assistant (RAS/Q0101)**

**• Retail Trainee Associate (RAS/Q0103)**

**• Retail Sales Associate (RAS/Q0104)**

**• Individual Sales Professional (RAS/Q0201) – RPL program**

**• Distributor Salesman (RAS/Q0604) –**

**Logistics Management**

**Hardware Exposure**

**Computer Assembled and Software installation and repair**

**EXPERIENCE RECORD.**

**Quality Cum MIS**

**( Domain Trainer)**

**Domestic Data Entry Operator ” with the MASCOT INSTITUTE OF INFORMATION AND TECHNOLOGY for location- Varanasi**

1. **Worked In SIPL pvt Ltd as DDUGKY project as a DDEO Trainer cum MIS From 2Nd may 2019 to 02 March 2021**

**Worked in BMIST ITI PVT. LTD as a MIS Head Cum Domn DDEO IT Trainer Cum Center Manager.**

1. **Worked in The School of Commerce and Computer**

**Classes Cum accounts and Tally with GST and IT ADCA ,Data entry,trainer, at Ara. From 2000 to 2010**

**3. Worked in National NGO.Abdul Qayum Ansari Audoyogik Vidyalaya Sha Prashikshan Kendra. Bhojpur. (CEC). as a Computer Teacher Accounts and BFSI,Tally with GST and IT trainer, at Ara**

**From 01 -01-2011 to 31-12-2015**

**Computerized Accounting**

**Manual book keeping and accounts**

**Income tax**

**Sale tax**

**Service tax**

**Tin vat and Gst registration number provider All types accounting work.**

**Ms. Office software.**

**1.Worked as Prosperity Agro India limited as. A Branch manager, Patna.from 2011 to 2016**

**IN THE FOLLOWING SEGMENTS:-**

**\*MARKETING**

**\* ACCOUNTS with income tax. And sale tax return filing**

**\*ADMINISTRATION**

**\*IT**

1. **Worked As Marks Solution pvt limited as a Assistant Branch manager.Ara 2017 to 2018**

**In the FOLLOWING SEGMENTS:-**

**\*ADMINISTRATION**

**\*IT**

**\*BOOK KEEPING AND ACCOUNTANCY**

**\*BOTH MANNUALLY AND COMPUTERISED with income tax and saletex return file.**

**PROFESSIONAL QUALIFICATION:**

|  |  |  |
| --- | --- | --- |
| **EXAMINATION** | **PASSING YEAR** | **Division/class** |
| **M.B.A. in**  **MARKETING)** | **2011** | **1st** |
| **ADCA** |  | **1st** |
|  |  |  |

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BOARD/UNIVERSITY** | **PASSING YEAR** | **FULL**  **MARKS** | **MARKS**  **OBTAINED** | **DIVISION/CLASS** |
| **B.S.E.B.,PATNA** | **1998** | **700** | **356** | **2nd** |
| **B.I.E.C.,PATNA** | **2000** | **900** | **570** | **1st** |
| **V.K.S.U., ARA** | **2014** | **800** | **474** | **2nd** |

**PERSONAL DETAILS:**

# Father’s Name - Sayeed Masiha

**Date of Birth - 26 Dec 1983**

**Permanent Address - CK road Choudhriyqna Masjid..**

**Ara,Bhojpur Pin code 802301 State (Bihar)**

**Language Known: - English and Hindi.and Regional Language.**

**Date:. Shams Masiha**

**Place:. Signature**