

# Curriculum vitae

Mohd. Tauseef Raza

B-418/21, Subhash Mohallah, North Ghonda, Delhi  
110053 [mdraza22993@gmail.com](mailto:mdraza22993@gmail.com)  
8800831894

## OBJECTIVE:

A growth oriented position in professionally managed and dynamic organization, which provides opportunities for development and responsibilities to contribute towards success of organizations.

## EDUCATION & QUALIFICATIONS:-

B.S.C HONOURS (BIOTECHNOLOGY.)

2018-2021

Baba Farid Group of Institutions  
(Bhatinda, Punjab)

SECONDARY• 2016-2018• CBSE, New Delhi

Passed from GBSSS NO-1, GHONDA.  
(New Delhi)

MATRICULATION• 2016• CBSE, New Delhi

Passed from GBSSS NO-1, GHONDA.  
(New Delhi)

## Skills

- Having good communication skills
- Knowledge of end to end recruitment process
- Knowledge of different US time zones
- Knowledge of different types of visas
- Knowledge of US tax terms – C2C,W2, 1099

## IT SKILLS:

Operating System :- Win 7/8/10  
Software:- MS-Office, Word, Power Point  
Data Analysis

## HOBBIES:

To know about new technologies.  
To read story books.  
Travelling Listening, Music, Surfing Internet

## PERSONAL DETAILS:

FATHER NAME: Mohd Hasnain Raza

D.O.B: 01/01/2001

MARITAL STATUS: Unmarried.

RELIGION: Muslim.

PLACE OF BIRTH: BIHAR

Place: - Signature (Mohd Tauseef Raza)