

Nazeer Ahmad

Add:- Bagh Gulab Rai, Near Nai Masjid
Moradabad- 244001 (UP.)- India
Mobile:- +91-9045940345
E-mail:- nazeerahmad4433@gmail.com



CAREER OBJECTIVE

To be asset to my organization and my fellow men, help them grow with quality work and guide our customer of its best products and offers with the help of our innovative thinking to achieve our goal and continuous growth of the organization.

WORK EXPERINCES

Present Employee : **Hussnain International India Exports-(Moradabad)**
Designation : **Office Assistant / Computer Operator**
Duration : **Jan-2020 – Till Now**

Previous Employee : **Moradabad Handicrafts -(Moradabad)**
Designation : **Mushi**
Duration : **July-2018 – Dec-2019**

Present Employee : **Hussnain International India Exports-(Moradabad)**
Designation : **Office Assistant (Manually Work)**
Duration : **2016 – 12 Feb 2018**

Previous Employee : **Raunak Beverages-(Moradabad)**
Designation : **Computer Operator (Billing)**
Duration : **August 2015– 2016**

JOB RESPONSIBILITIES

-) Monitoring the use of equipment and supplies within the office.
-) Dealing with queries or requests from the visitors and employees.
-) Coordinating the maintenance and repair of office equipment.
-) Assisting other administrative staff in wide range of office duties.
-) Collecting and distributing couriers or parcels among employees and opening and sorting emails.
-) Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
-) Cooperating with office staff to maintain proper interaction and a friendly environment within the office. And Make sure the office premise is clean
-) Prepare all types documents.
-) Find the problem and apply the corrective action with concerned person.

-) And other official work manually and computerized.
-) Coordinating the maintenance and repair of office equipment.

QUALIFICATION

-) Graduation (B.Com) from MJPRU in 2012.
-) Intermediate from UP Board in 2009.
-) High School from UP Board in 200.

PROFESSIONAL QUALIFICATION

-) One Year Diploma In Computer Application { I.D.C.A }

SKILLS

-) Good knowledge of MS Word, MS Excel, MS Power-Point, Photoshop and Internet.
-) Team Spirit and Positive attitude.
-) Quick learner with ability to work in diverse technologies.

AIM

-) { Insha Allah } Perform The Hajj With My Family.
-) { Insha Allah } Die with Imaan.

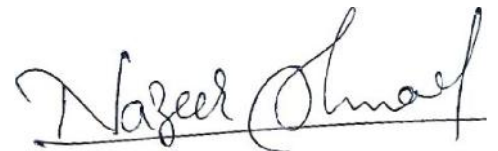
PERSONAL PROFILE

Name : Nazeer Ahmad
Father's Name : Rais Ahmad
Date of Birth : 1st, June, 1991
Marital Status : Unmarried
Language Known : English, Hindi and Urdu
Nationality : Indian

DECLARATION

I hereby declare that all the information furnished above is correct and complete to the best of my knowledge and belief.

Date: 60-02-2021
Place: Moradabad



(Nazeer Ahmad)