

SHAHNAWAZ AHMAD

Address: Abdullah Al Majid Apartments near NMC
hospitals, Rolla, Sharjah United Arab Emirates

MOB : +971-563480120

E-mail : shahnawazahmad092@gmail.com



CAREER OBJECTIVE:

Desires to work at a responsible position in an organization where strong interpersonal, communication (written and verbal), and software applications will be put to use in conducting industry research to provide accurate information to management for effective decision making.

WORK HISTORY:

- **Office Manager** **May 2019 – Oct 2020**
Ethcosys IT Solutions Pvt. Limited
(Nagpur, Maharashtra IN)
- **Purchasing Officer** **Jan 2021 – Currently working**
Sky Blue Star Technical Services
(Dubai, UAE)

ACADEMIC QUALIFICATION:

QUALIFICATION	BOARD/UNIVERSITY	YEAR	%
M.B.A	Maulana Azad National Urdu University Hyderabad	2017-2019	75
BSc.	Maulana Azad National Urdu University Hyderabad	2014-2017	84.4
Intermediate	U.P. Board	2011-2013	72.4
High School	CBSE	2009	52.5

EXTRA-CURRICULAR ACTIVITIES/ACHIEVEMENTS:

- ✓ NSS (National Service Scheme) certified by Government of India.

PROFESSIONAL SKILLS AND STRENGTH:

- ✓ Interpersonal skill
- ✓ Conceptual skill
- ✓ Diagnostic and Analytical skill
- ✓ Project management skill
- ✓ Extensive knowledge in 'Database Management System and MS Office'.
- ✓ Communication skill
- ✓ Decision making
- ✓ Problem solving
- ✓ Generating Leads
- ✓ Creativity
- ✓ IT and Numerical skill

ATTITUDES AND TRAITS:

- ✓ Positive attitude for all, optimistic and never to die attitudes.
- ✓ Love to take responsibilities, open to suggestions and never hesitate to take the credits for failures as well.
- ✓ A highly motivated individual who is always willing to put that extra bit of effort into any assignment with great zeal and commitment.
- ✓ Ambitious in my future aspirations and able to work with different people for a given tasks.

PERSONAL INTEREST:

I love playing cricket, badminton, listening to music and reading books.

I like to lead from the front and I have done this quite a number of times during my college.

PERSONAL DETAILS:

Father's Name : SERAJ AHMAD
Date of Birth : 2nd OCTOBER 1994
Marital Status : Single
Sex : Male
Language : English, Hindi & Urdu
Passport no. : T4750735
Visa status : UAE Residence Visa
UAE Driving License : Under Process

DECLARATION:

I hereby, declare that the above information given by me is true the best of my knowledge and belief.

(SHAHNAWAZ AHMAD)