

RESUME

NAZEER AHMAD

16, Bagh Gulab Rai, Near Nai Masjid
P.O. Nawabpura, District Moradabad-244001
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• OBJECTIVE :-

I Want To Join Such An Organization Where I Can Do My Best To Sharpen My Skills And Keep My Knowledge Update.

WORK EXPERIENCE:

- From September 2013 To February 2014 Worked At I.T. Traders As Computer Operator cum Data Entry Operator (Billing).
- From April 2014 To September 2015 Worked At Raunak Beverages As An Assistant Accountant Cum Data Entry Operator.
- From March 2016 To January 2018 Worked At Hussnain International India Export As An Office Assistant Cum Computer Operator.
- Since June 2018 January 2019 Working At Moradabad Handicraft Of India As An Assistant Merchandiser.
- Currently Working At Hussnain International India Exports on the Post of Computer Operator cum Assistant Merchant.

• RELEVANT SKILLS:

- ❖ **M/s Word:** - Good Skills In Editing Typing And Maintaining Documents.
- ❖ **Power point Presentations:** - Good Skills in Creating Power Point Presentations.
- ❖ **Excel Spreadsheets:** - Good Skills To Create And Maintain Excel Sheets On Daily Basis.
- ❖ **Adobe Photoshop:** - Well Knowledge, Can Edit Photo And Others Work Related This Software.
- ❖ **Corel Draw:** - Well Knowledge, Can Do All Work Related This Software.
- ❖ **Outlook:** well knowledge.

• **EDUCATIONAL BACKGROUND:**

○ **Mahatma Jyotibha Phule Rohilkhand University Bareilly.**

Bachelors of Commerce in 2012.

Moradabad, Hindu College.

○ **Uttar Pradesh Board of Allahabad.**

Secondary Education in 2007.

Higher Secondary Education in 2009.

Moradabad, Government Inter College.

• **RELEVANT QUALIFICATIONS:**

- One Year Diploma in Computer Application & Designing (I.D.C.A) 2011.

Moradabad, Nehru Yuva Kendra.

- One Year Diploma In Urdu And Arabic Languages

Moradabad, GCT Academy

- Three Months Diploma in Computerized Financial Accounting.

Moradabad, ACES Computer Education Centre.

• **LANGUAGES:**


- ✓ English: Basic Speaking.
- ✓ Arabic : Few Basic Speaking
- ✓ Hindi & Urdu: Mother Language.

• **PERSONAL INFORMATION:**

Full Name : Nazeer Ahmad
Father's Name : Mr. Rais Ahmad
Nationality : Indian
Marital Status : Single
Date Of Birth : June-01-1991
Place Of Birth : Moradabad, Uttar Pradesh.

Place: MORADABAD

Date: / /2021


(Nazeer Ahmad)