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| **CURRICULUM VITAE** |

**RAFEEQUE**

**** **RAFEEQUE.143623@2freemail.com**

**APPLIED FOR THE POST OF DATA ENTRY AND SALES EXECUTIVE**

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| **CAREER OBJECTIVE** |

Looking for the challenging career in good organization .I, enthusiastic and energetic individual strengthened to take up all responsibility of the task assigned and completed with the quality expected within the targets constraints.

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| **WORK EXPERIENCE** |

 ☺ Work as a Sales Executive and Data Entry In **Dp Software** from May 2014 to Dec 2015.

 ☺ Work as a Customer Support And Data Entry In **Star Health And Allied Insurance Co**.

 From Dec 2015 to Dec 2016.

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| **QUALIFICATION** |

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| **Course** | **Board/University** | **Year of passing** | **Percentage** |
| B.S.C(C.S) | T.U | 2014 | 61.3% |
| INTERMEDIATE | HSC | 2011 | 74.4% |
| METRIC | SSLC | 2009 | 63.6% |

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| **TECHNICAL SKILLS** |

* MS-Office : Ms Word ,Ms Excel, Ms Power Point,
* Operating systems : Windows XP, Vista, 7, 8
* Software : Handle Bills and Fax Software

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| **AREA OF INTEREST** |

* Front office work
* Sales and marketing
* Online marketing
* Ms office

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| **EXTRA CURRICULAM ACTIVITIES** |

* Participated in school Cultural activities
* Participated in school level sports

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| **PERSONAL SKILL** |

* Ability to deal with people diplomatically
* Willingness to learn
* Team facilitator
* Hard worker

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| **PERSONAL DETAILS** |

Date of Birth : 16/12/1992

Place of Birth : India

Gender : Male

Marital Status : Single

Nationality Indian

Languages Known : English, Hindi, Urdu, Tamil

Hobbies : Reading books, interacting with people.

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| **VISA DETAILS** |

Type of visa : VISIT VISA (3MONTHS)

Visa expired : 14/03/2017