***CURRICULUM VITAE***

***SOHAIL***

[***SOHAIL.263260@2freemail.com***](mailto:SOHAIL.263260@2freemail.com)

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|  | ***OBJECTIVE*** |
| ***To work for an esteemed organization whose requirement match with my qualification, so that my abilities are in full up to the satisfaction on my superiors and the progress of the concern.*** |
| ***PERSONAL PROFILE*** |
| ***Date of Birth : 15th June 1994***  ***Sex : Male***  ***Nationality : Indian***  ***Marital Status : Unmarried***  ***Language : Hindi, English*** |
| ***EDUCATIONAL QUALIFICATION*** | |

* ***Business Correspondent & Business Facilitator***
* ***H.S.C Exam Passed 2013***
* ***Diploma in Auto Cad Jan 2012***

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| ***EXPERIENCE*** |

* ***Krushi Infras India Pvt. Ltd.***

***FEB. 2012 TO DEC.2015***

**LANGUAGE ABILITY**

**English** **: Read, Write & Speak Hindi : Read, Write & Speak**

* ***Essential Exp., Duties, Skills & Abilities***
* **Maintaining a tracking facility to enable documents to be updated easily.**
* **Scanning in all relevant new documents**
* **Checking dispatch documents are accurate.**
* **Presentation and filing of documents and drawings.**
* **Responsible for maintaining hard copy information.**
* **Issuing and distributing controlled copies of information.**
* **Managing and maintaining a Meridian Document Control System.**
* **Provide advice on procedures of issue and methods in accessing the system.**
* **Ensuring all documents are as up to date as**,

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| ***COMPUTER SKILL*** | |
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* ***MS-Office***
* ***Auto cad***