**NAME:** *SIKANDAR*

**C/o-CONT NUM:** +971505891826

**E-Mail**  sikandar.341531@2freemail.com

**Profile:**

 **\* Coordinated efforts Between Customer Needs and Group Personal.**

 **\* Handle all Back-Office Management function including Employee relations.**

 **\* Well versed in Working relations.**

 **\* All worked handle by system in office Assistant.**

**Educational Qualification:**

* **High school Passed Utta**r **Pradesh Allahabad with 58.83% Marks.**
* **Intermediate Passed Uttar Pradesh Allahabad with 59.00% Marks.**
* **Graduated (Bsc.) Indira Gandhi National Open University New Delhi With 59.70% Marks.**
* **Institute of Entrepreneurship Development Uttar Pradesh in Professional Diploma in Hardware & Software Network Engineering With 84.00% Marks.**
* **‘Certificate of Merit’ from (NIIT) Qualified Competitive Exam Has Appeared for Technology with (B) Grade.**

**Experience :**

* **Office Management with Completed All Requirement Telecomm Product in Market (M.I.S.) in Office.**
* **2 Year Data Entry Operator M.S. Excel and Uploading File (C.E.O.).**
* **6 Month Office Assistant in Agro Power Gasification Plant Pvt. Ltd.**
* **Functions as versatile Team Player With Ability to Quickly assess, Comprehend Group and Product Types**

 **Signature :**

 **Sikandar**