**cuRICULUM-VITAE**

**FIROJ**

**Email:** firoj.349858@2freemail.com

**Seeking assignments as MIS/Data Analyst with an organization of repute.**

#### PROFESSIONAL SNAPSHOT

* **4.10 Years** of experience in **VBA(Macro)** using **Excel & MS-Access**.
* Extensive experience in **MS**SQL Server 2008.
* Knowledge in Share Market activities.
* Experience in database maintenance activities.
* Flexible and versatile to adopt new environment with work on given domain also have the ability to think in several ways discriminatingly.
* Database tools used such as MS Access 2010.
* Have basic knowledge of MS Office.
* Worked in the development team and delivered Quality products to customer**.**
* Good interpersonal skills, commitment, result oriented, hard working with a quest and zeal to learn new technologies and undertake challenging tasks.

#### EMPLOYMENT SCAN

Working with **RED TAG** (Dubai)as Administrative Assistant from **Oct’16 to till date.**

Worked with **Axis Bank** (Mumbai) as an Analyst-Executive (forex) **from May’15 to Sep’16.**

Worked with **Fiber Technology Ltd** (Mumbai) as an MIS - Executive **from Aug’11 to Apr’15 .**

#### SCHOLASTICS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Stream** | **Institution** | **Year of passing** | **Marks (%)** |
| **M.C.A** | **Computer Science** | **M.D.U Rohtak** | **2011** | **72.20%** |
| **B.C.A** | **Computer Science** | **M.C.R.P Bhopal(M.P.)** | **2008** | **65.84%** |
| **H.S.C** | **------** | **S D JI Inter Collage, Deoria(U.P.)** | **2003** | **50.00%** |
| **S.S.C** |  | **Rani AwantiBai, Nandan(M.P)** | **1999** | **53.70%** |

#### PASPORT DETAIL

* Passport No - J3335388
* Date of issue - 11/10/2010
* Date of expiry - 10/10/2020
* Place of issue - Lucknow

#### Job Profile

**Roles and Responsibilities:**

* Working as expert Forex, TCDC, HRMS, Outstanding, Inward, Outward, Business Synopsis, MIS, Finacle Report, Corporate Dec in Forex Services,
* Working as expert MIS - Growth, Income, Volume(Y-O-Y, Y-T-D, M-O-M, M-T-D)
* Understanding the complete business flow created against the end to end process according prepare multiple reports.
* Working as database maintenance activities and SQL server 2008
* Flexible and versatile to adopt new environment with work on given domain also have the ability to think in several ways discriminatingly.
* Database tools used such as MS SQL Server 2005.
* Technologies or services used Web services, AJAX, XML & HTML.
* Working as of MS Office, Advance Excel with Macro.
* Worked in the development team and delivered Quality products to customer.
* Good interpersonal skills, commitment, result oriented, hard working with a quest and zeal to learn new technologies and undertake challenging tasks.
* Working as knowledge of Visual Basic.
* Sound knowledge in SSIS,SSRS

#### ACHIEVEMENTS

* Certificate in Swimming in class 10th from Rani AwantiBai Intermediate Collage,nandan,BHOPAL.
* Diploma in computer Technology(6 months) From NIIT DELHI.

#### Personal Profile

* Name : Firoj
* Date of Birth : May 09th, 1982
* Total Experience: 4.10
* key skills            : SQl.C#,HTML,ADO,.Net,Excel,VB,Macro,MS Acces.
* Notice period   : 30 Days
* Current Employer          : RedTag
* Current designation       : Administrative Assistant
* Monthly Salary (CTC)     : 3000(AED)

I hereby declare that the above particulars are true to the best of my knowledge.

 Date:

 Place:Dubai  **(FIROJ)**