# TANVEER

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# ACADEMIC QUALIFICATION

* **Bachelor of Commerce**from ChhatrapatiShahuJi Maharaj University, Kanpur

# WORK EXPERIENCE

* **One year in Basic Education Department as acomputer operator**
* Provide necessary changes in computer operating systems and accumulating the records
* Supply various features of data entry and documentation
* Responsible for collecting data and implement operating system upgrades
* **One year in State Council of Educational Research and Training as a computer operator**
* Worked as an assistant to the office manager in-charge
* Provided vital role playing in the operating of the system
* Responsible for unloading and separating output of printer in preparation for distribution
* **One year in Cyber Cafe, The Internet Shop**
* Assist customers when they have trouble or questions using computer software such as Microsoft office, Adobe software and all software that are being used in the cyber cafe.
* Provide services such as printing, downloading and all other operations provided by the cafe.
* Troubleshoots different kinds of computer programs, hardware and software.

# OFFICE SUPPORTED SKILLS

* Microsoft Word, Microsoft Excel, Microsoft PowerPoint
* Knowledge of computer maintenance and software installation
* Able to understand the problem with program or computer
* English and Hindi Typing
* Multi line telephone controlling
* Documentation and filing
* Knowledge of handling quality photocopy machines and the fax machines
* Designing the front page of different types of projects
* Done duties such as implementation, documentation of LAN/ WAN network system

# EXTRACURRICULAR ACTIVITIES

* Certification Course in**One Year Advance Computer Software**
* Certification Course in**NCC** (National Cadet Corps)
* Certification Course in**NSS** (National Service Scheme)

**PERSONAL STRENGTH**

* Ability to deal with multiple tasks
* Ability to remain focused and to perform under pressure
* Highly analytical thinking and ability to grasp concepts quickly
* Ability to relate to people across all levels of an organization
* Ability to form strong working relationships and develop a rapport with Managers, peers, and external contacts alike

# PERSONAL DETAILS

##### Date of Birth:12th Jan, 1992

Sex : Male

Marital Status :Unmarried

Nationality : Indian

Linguistic Proficiency : English, Hindi

Hobbies : Listening to music, Surfing Internet.

Strength : Hard working, Innovative, Honest.

# DECLARATION

I do hereby declare that the information provided above is true and correct as per my knowledge.

Date:

Place: (Tanveer)