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**CURRICULUM VITAE**

**ZAHID**

[**ZAHID.357163@2freemail.com**](mailto:ZAHID.357163@2freemail.com)

**Summary**

To work in an environment of challenges and growth where I can effectively utilize my abilities and skills to contribute in the progress of organization with subsequent gain in knowledge and valuable experience provided by the organization and also to work with the attribute of time, quality and discipline.

**Education**

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| --- | --- | --- | --- | --- | --- |
| **Qualification** | **School College** | **University/Board** | **Year** | **Stream/Degree Specialization** | **Score** |
| Post Graduate | Measi Institute of Information & Technology | University of Madras | 2011 | Master of Computer Application | 70% |
| Under Graduate | Mazhar-ul-oom College | Thiruvalluvar University | 2008 | Bachelor of Computer Application | 59% |
| HSC | Private | State Board | 2003 | Higher Secondary | 62% |
| SSLC | Mazhar-ul- oom Higher Secondary School | State Board | 2001 | Secondary School Certificate | 56% |

**Organizational Experience**

**Work in Tamil Nadu Public Service Commission (TNPSC) as Junior Assistant from 2011-2015**

**Core Competencies**

* Collection of Vacancies from various department unit officers.
* Preparation of distribution of vacancies as per the community wise and government norms.
* Preparation of Notifications to the various Recruitments.
* Verification of certificates to the selected candidates.
* Allotment of posts to various departments.

**Working in Tamil Nadu Common Service Centre (TNCSC) (TACTV) Since May-2015**

**Core Competencies**

* Collection of property & Professional Taxes.
* Mapping Clients requirements and coordinating developing and implementing process in line with guidelines.
* Monitoring the overall functioning of process, identifying improvement areas and implementing adequate measure to maximize customer satisfaction level.
* Accepting the applications from customers for various certificates like Income, Community, Nativity, and First Graduates Deserted Women’s and others...
* Verifying the applications of Social Welfare Schemes of Tamil Nadu Government
* Enrollment of Unique Identification Authority of India (UIDAI).
* Registration of Birth & Death Records.
* Issuing of license to the shops like provisional stores, eating houses, Medical Shops etc...
* Issuing the smart cards of AADHAR & Election Voter Card to the customers.
* Preparing the daily report of Dengue & Malaria for 200 division of the entire city of Greater Chennai Corporation.

**Awards & Honors**

* Moreover, on behalf of Tamil Nadu Arasu Cable TV Corporation Ltd.,(TACTV) I have participated in India International Trade Fair (Digital India) which was held at New Delhi on November 2016.
* During the post graduation I have undergone one month an Internship in State Bank of Hyderabad Ambur (SBH).
* During my Under Graduation I was elected as Students Secretary.

**Personal Details**

Nationality Indian

Place of birth Ambur India

Sex Male

Marital Status Single

Date of Birth 10-05-1985

Languages Known English Urdu Hindi & Tamil

**Declaration**

I certify that the above said information are true and best of my knowledge hoping that my experience will be useful to you.