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| --- | --- | --- |
|  | Resume |  |
|  | **RASHID**  |  |
|  | Cell No: C/o 971501685421 / Email: Rashid.377635@2freemail.com  |  |
| **Brief Overview** |  |  |  |
| Current Address: | Dubai, United Arab Emirates |  |
| Present Visa Status: | On Visit Visa, Long Term |  |
| Nationality: | Indian / Born: 02/07/1995 |  |



**Academic Background**



**Education**

2016 Bachelor of Science (B.Sc), From CSJM University, Kanpur, India

2012 Intermediate, From UP Board, India

2010 High School Certificate, From UP Board, India

**Technical**

* Advance Diploma in Computer Application (A.D.C.A)
* Computer Teaching Training (C.T.T)
* Course on Computer Concept (C.C.C)
* Well versed in Microsoft Office suits
* Good command on English/ Hindi typing with 44/35 wpm

**Career History**



**May2012/June 2013**- Computer Operator, Sahara Finance Company Pvt Ltd, India

**Responsibilities**

* Making Daily report and send to head office by email.
* Mail the quotation and problem of clients.
* Divide the Documents by Department through mail or by hand.
* Communication with clients and aware about new schemes.
* Prepare salary sheet of staff and agent in the excel.
* Open R.D. account.
* Making bond of F.D. account.
* Maintenance work register, and Document records.

**Aug 2013/Sep 2015**-Data Entry Operator-Team LeaderMinistry of agriculture & farmers welfare Govt. of India, India

**Job Profile**

* Make a group in which minimum 10 employee.
* Offered leadership, direction and guidance.
* Making work report in the excel and send by mail daily.
* Feeding the Data of Farmers (personal details).
* Feed how many field in under area under cultivation and hectares farmers have.
* Setup and maintain various file.
* Researched further information for incomplete documents.
* Performed other clerical duties such as answering telephone, sorting and distributing mail and provide data to employee.

**May 2017/Dec 2017**-Data Checker, Stock Holding Company Pvt. Ltd **Job Description**

* Check the Data after feeding.
* Check the scanning and uploading document.
* Check the spelling mistake and scanning quality.
* Match the data from physical file .
* Return file to staff if missing data.
* Responsible for other duties as assigned.

**Strength**



Honesty, Positive Attitude, self confidence

**Declaration**



I hereby declare that the information furnished above is true to the best of my knowledge.