Shaik

**Mail: -** shaik.377903@2freemail.com

**C/o-Mobile: +971501685421**

**Career Objective: -**

**Seeking challenging work environment that encourages continues learning, with an opportunity to participate and contribute in the fast growth of the organization.**

**Professional Experience: -**

* 2 Years of Experience as Office Boy GLOBAL CONSTRUCTION AND ARCHITECT- ADILABAD-INDIA (2014 to 2015)
* **Currently working as Meeseva online job work.**

**Job Description: -**

Deputed tooversee all activities relevant to windows operating system and design, installation, configuration, administration and troubleshooting of LAN/WAN infrastructure and security. Setting up new user’s accounts and profiles and dealing with password issues. Investigating, diagnosing and solving computer software and hardware faults.

**Roles &Responsibilities: -**

* To manage and organize overall papers and files.
* To type down necessary papers for the office.
* To respond all the calls very sincerely and respectfully.
* To respond any basic query of visitors.
* To be capable of managing complex and multifaceted tasks.
* To schedule meetings and appointments with effective time management skills.

**Skills: -**

* Operating System : Microsoft Excel & Microsoft Word
* Programming in DCA & PGDCA.
* Well Verse with MS Access and P.Point.

**Educational career: -**

Pursuing B.Com (Computer’s) from “Vaghdevi College Nirmal.

Intermediate (H.E.C.) Board of Intermediate Education from Govt junior College,

 Khanapur .(2011 - 2013).

SSC Board of Secondary Education from Govt High School, Khanapur.

**Hobbies: -**

* Internet Surfing.
* Reading Books & Daily News Paper
* Listening Music.

**Personal Profile: -**

* **Date of Birth -** 15th october, 1996
* **Sex -** Male
* **Languages known -** English,Urdu,Hindi,Telugu
* **Nationality -** Indian Muslim (Single)
* **Visa Status** **-** Visit Visa