#

**HASEEM**

**Email:** **-haseem.381218@2freemail.com**

**Objective:**

To be able to accomplish a responsible position in organization where my skills, capabilities, experience and accomplishment will allow me for theopportunityrelated with career expertise and also to be able to exceed to the high standard of professionalism and quality service for the organization I may be associated with.

**Experiance:**

**Company**: Hercules trading LLC

**Title**: Office Boy (Part time)

**Employee**: Hercules trading LLC, Kerala, India

**Period**: From Feb 2015 – March 2016

**Company**: Falcon Glass palace.

 **Title**: Office Boy(Full time)

**Employee**: Falcon Trading LLC, Kerala, India

**Period**: From July 2016 – Feb 2018

**Education Qualifications:**

Secondary School Leaving Certificate

Higher Secondary

Bachelor of Computer application – (2013-2016) - Completed

## Languages:

* English (Speaking, reading and writing)
* Hindi (Speaking,reading and writing))
* Malayalam
* Tamil

## Professional Software’s:

* MS Out look
* MS word,
* MS Excel,
* Power Point

## Personal Detail:

* Name : HASEEM
* Date of Birth : 14/08/1993
* Gender : Male
* Visa Status : Tourist Visa
* Visa Expiry : July 20th 2018
* Nationality : Indian
* Marital status : Single

## STRENGTH & SKILLS

* Fast learner willing to shoulder challenges and responsibilities.
* Maintain confidentiality while handling departmental related activities.
* Analytical thinking, planning.
* Problem analysis, use of judgment and ability to solve problems efficiently.
* Strong verbal and personal communication skills.
* Self-motivated, initiative, high level of energy.

## Interests and Activities:

* Playing Cricket, playing volleyball, Games, Current affairs, Internet Surfing