Curriculum-Vitae

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**NAWED**

E-mail- nawed.383530@2freemail.com

Visit Visa

**ACADEMIC QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Sr No.** | **Course / Degree** | **Board / University** | **Year of Passing** | **Division** |
| **1** | **High school (10th)** | **U.P. Board, INDIA** | **2004** | **1st** |
| **2** | **Intermediate (12th)** | **U.P. Board, INDIA** | **2007** | **1st** |
| **3** | **Bachelor of Arts** | **Allahabad University, INDIA** | **2010** | **2nd** |
| **4** | **Masters of Arts (English)** | **Kanpur University, INDIA** | **2012** | **2nd** |
| **5** | **Bachelor of Education** | **Jaunpur University, INDIA** | **2014** | **1st** |

**EXPERIENCE**

**2 Years Receptionist in 5 Star Hotel**

**Hotel**  **:**  Taj Bengal Hotel (KOLKATA)

**Duration** **:** Aug 2010 to Aug 2012

**Designation** **:** Receptionist

**PERSONAL SUMMARY**

To advance my carrier as a members of one of the biggest hotel chains in the world and to get a supervisory or managerial post in the future ; to contribute to the local tourism industry. An excellence conveyor of ideas via oral and written communication looking to contribute my clerical and administrative skills for the greater good of company. To gain a position with an exciting new company, which showcases all of my clerical assets and feels a symbiotic relationship**.**

**CAREER HISTORY**

 My knowledge of billing and coding ,along with my administrative skills to help streamline all work process as a receptionist. Searching for a receptionist position that enable me to use my computer skill, written and oral communication ,and organization skills to create a smoother work environment.

**DUTIES**

* Receptionist provide general office support with a variety of clerical activities and related tasks.
* The receptionist will be responsible for answering incoming calls
* directing calls to appropriate associates
* mail distribution
* flow of correspondence requisition of supplies as well as additional clerical duties.
* Complied and updates hotel files and reports.

**PROFESSIONAL SKILLS AND RESPONSIBLITIES**

* Welcome and great guests with great courtesy .
* Manage room reservation using a computerized reservation system.
* Address guests concern and special requests in a professional and personable manner.
* Ensure that guests are settled comfortably in their rooms, makes necessary adjustments it nedded.
* Help guests with their things including luggage and other valuables.
* Deal with complaints and problems.
* Prepare bills, handle and process checkouts , take payments .

**STRENGTHS**

* Bilingual (English and urdu)
* Sensitivity to the needs of others
* Keen eye for details
* Ability to organize and prioritize tasks effectively.
* Formal training in hotel service
* Friendly and outgoing personality
* Great interpersonal skill

**EXPERIENCE**

**2 Years Sales And Marketing in Mumbai**

**Oraganization :**  Al Kabeer Exports Limited

**Duration** : Oct 2012 to Oct 2014

Designation : Sales and Marketing

**PERSONAL SUMMARY**

 A hard working , knowledge and target- oriented sales Manager with an extensive successful sales record. Builds and maintain a loyal client. Base through strong relationship – building skills, and excels at devising strategic for increased sales skilled in bringing out the best in the staff, able to manage effectively and recruit talent .Strong organisation and time management ability.

Skilled in planning , Scheduling and meeting, deadlines , driven to succeed ; a valuable addition to forward thinking company with strong opportunities for progression.

**CAREER HISTORY**

Determined and motivated sales man with strong background in manufacturing and processing company seeking opportunity

In a fast growing company and help promote its products and services. Dynamic and organized Sales professional with 2 years

Experience in diverse corporate environments , well versed in customer relationship building and maintenance proven track record of developing new business and increasing Sales with in established account and mature terriortories.

**DUTIES**

* Engages in superior customer service by making information readily available.
* Persists in Sales even in the face of failure.
* Demonstrates products and services as deemed necessary by clients and management.
* Schedule appointments and meeting as necessary
* Answering questions from clients.
* Make product knowledge readily available to self and others Sales people through various resources
* Finds ways to sell products in the face of a down market.

**SALES AND MARKETING SKILLS AND QUALIFICATION**

* Superior written and verbal Communication skills
* Product knowledge
* Creativity, Demonstrated experience
* Basic computer literacy
* Microsoft office, Data base skills
* Business Accounting
* Marketing finance
* Persistent ,Flexible
* Active listing

**EXPERIENCE**

**2 Years Computer Operator in BIG BAZAAR (New Delhi)**

**Organization** : Big Bazaar (Ambience Mall) Delhi

**Duration** **:** Dec 2014 to Dec 2016

**Designation** **:** Computer operator

**PERSONAL SUMMARY**

A professional Computer Operator with two years of experience in operating and monitoring large and small electronic data processing system. Have experience in entering data and information through keyboard devices,OCR and mouse. Md Nawed Khan is an expert managing computer resources efficiently to provide maximum IT availability. She has vast experience of working closely with data entry operator and help desk staff. On a Personal level he is able to think clearly and logically ,worlks hard to keep her technology skills up to date, and Is decisive and able to make spilet second dicisions.

**CAREER HISTORY**

Md Nawed Khan keyskills include accurately interpreting technical manuals and diagnosing and correcting

System problems .Right now he would like to work for a company that is looking for the best and brightest

to join them. In her past job he operates the master console ,researches problems and takes appropriate action.

**DUTIES**

* Responsible for the daily start up and nightly shutdown of the IT system.
* Operating computer console and peripheral equipment.
* Resting computer password.
* Answering question form other staff members on IT issues.
* Writing up clear and concise instruction how to use a computer.
* Maintain a neat and orderly work area.

**PROFESSIONAL SKILLS**

* Computer Operating
* Ability to quickly inter information through a keyboard.
* Good record keeping skills
* Committed to customer service excellence
* Effective verbal and written communication skills.
* Working knowledge of automated date processing .
* Willing to work on a shift basis.

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**EXPERIENCE**

**2 Years Teaching in a C.B.S.E. Affiliated School**

**School**  **:**  IQRA MODEL SCHOOL

**Duration** **:** Jan 2016 toJun 2018

**Designation** **:** Assistant Teacher (English)

**PERSONAL SUMMARY**

An effective classroom practitioner with the required behavioural management skills and personal commitment needed to ensure that all students succeed and fulfil their academic potential. Nawed is very passionate about making a real difference to young students’ lives through teaching. He can bring high-level skills to the table and genuinely strives to satisfy each and every pupil’s unique learning requirements. Furthermore, he possesses vast experience of working in diverse academic settings & of developing lessons for a wide range of students. Right now he wants to join a school that always works to the principles of fairness & equality of opportunity in all its recruitment processes.

**CAREER HISTORY**

 Responsible for creating a vibrant and distinctive culture for young students to learn in, one which meets

 both internal and external quality standards. Also in charge of organising and chairing staff meetings.

**DUTIES**

* Encouraging students to observe, question, discover, and investigate in order to engage them in their learning.
* Working hard to build strong partnerships between pupils, staff, parents, governors and the wider community.
* Helping students to develop their creativity and intellect at a pace suited to their personalities and abilities.
* Maintaining pupil discipline with regard to punctuality, behaviour, standards of work and independent learning.
* Marking and grading every student’s work so as to give them back written, verbal and diagnostic feedback.
* Ensuring that teaching equipment & learning materials are clean, looked after, well maintained & safe at all times.
* Observing and evaluating every students' academic performance, progress, behaviour, and social development.

**PROFESSIONAL SKILLS**

* Can communicate clearly, effectively and professionally in a manner that every student will fully understand.
* Having a forward-thinking and modern approach to teaching & mentoring pupils throughout their academic time.
* An in-depth understanding of the national standards within specific subject areas & ensuring these are followed.
* Good understanding of the private education sector and how it can work in partnership with the public one.
* Willing to listen to and indeed actively seeking pupil and colleague feedback, on all aspects of teaching.
* Open to constructive feedback & willing to try new techniques that could help students improve their skills.
* Passionate about reducing academic inequalities and willing to go the extra mile to ensure fairness for all pupils.
* Adhering at all times to the strictest interpretation of all relevant Teaching Codes for Professional Conduct.

**TECHNICAL SKILL**

* One year Diploma in Computer Application
* (Operating Microsoft Word, Microsoft Excel, Power Point, Internet and other Computer Basics)

**LANGUAGE**

* English- Fluent in Reading, Writing & Speaking
* Urdu- Mother tongue
* Hindi-Fluent in Reading, Writing & Speaking
* Arabic-Basic

**PERSONAL DETAILS**

Date of Birth : 5thJune, 1989

Religion : Islam

Gender : Male

Marital Status : Unmarried

Nationality : India

**PASSPORT DETAILS**

Place of Issue : Lucknow

Date of Issue : 19-02-2014

Date of Expiry : 18-02-2024

**DECLARATION**

I hereby declare that all the above-mentioned information is correct to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.