**ATEEQ**

**DATA ENTRY OPERATOR**

**EMAIL:** [**Ateeq-395114@2freemail.com**](mailto:Ateeq-395114@2freemail.com)

**Place : Deira**

**CAREER OBJECTIVE**

To secure a challenging position in a well reputed organization, where I can effectively contribute my skill and full potential as well as for the welfare and development of the organization.

**PERSONAL DATA**

Date of birth : 14-07-1995

PASSPORT DETAILS

Date of Issue : 15/07/2016

Date of Expiry : 14/07/2026

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **COURSE** | **Institute** | **Board / University** | **Year** | **CLASS** |
| **B.COM (Bachelor of commerce)** | KODLIPET FIRST GRADE COLLEGE | Mangalore University | 2016 | SECOND CLASS |
| **PUC** | KODLIPETE P.U COLLEGE | Department Of Pre-University Education | 2013 | FIRST CLASS |
| **SSLC** | GOVT. COMPOSITE HIGH SCHOOL KODLIPETE | KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD | 2011 | SECOND CLASS |

**LANGUAGES KNOWN**

English, Hindi, Urdu, Kannada, Malayalam

**STRENGTHS**

Positive Attitude, Confident, Ability to work under pressure, Punctuality.

**SKILLS**

Computer skill, Listening skill, Leadership skill

**COMPUTER EFFICIENCY**

MS word, MS Excel, MS power point, application program ,Nudi.

**ACHIEVEMENTS**

Participated in PG level fests held at various colleges in Karnataka. Where I took part in events , which tests the skills in the fields like Marketing, Finance and Best out of waste

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Intérêts/Hobbies : Travelling, Playing Cricket and Soccer

**DECLARATION**

I, **ATEEQ**, do hereby declare that all the details furnished above are true to the best of my knowledge and belief and I also fully understood that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the fact, my candidature may summarily be rejected.

**PLACE: Deira**

**DATE:** 23/10/2019 **Signature**