

CURRICULUM – VITAE

TANZEEM AHMAD

Permanent address

Nationality-INDIA State- UTTAR PRADESH

City-Shahjahanpur - Pin Code- 242001

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Passport Details

Type	P	Passport No.	T0593900
Date of Issue	16/05/2019	Date of Expiry	15/05/2029

Career Objective

Secure a responsible career opportunity to fully utilize my training and skill while making a significant contribution to the success of the company.

Working Experience

Uttar Pradesh State Agro Industrial Corporation Pvt. Ltd. Shahjahanpur Uttar Pradesh India

Data Entry Clerk

May 2019 – April 2020

- **Job Description :-**

- Maintains Data by entering new updated customer and account information.
- Sort and distribute incoming mail and prepare outgoing mail.
- Review files, records, and other documents to obtain information to respond to requests.
- Scan documents and print files, when needed.
- Keep information confidential.

Uttar Pradesh Food And Essential Commodities Corporation Pvt. Ltd. Shahjahanpur Uttar Pradesh India

Data Entry Clerk Com Store Keeper

October 2017 – February 2019

- **Job Description :-**

- Stock shelves with unpacked items.
- Ensure label is clear and visible.
- Help Customer received product.
- Replace damaged or Missing Products.
- Complete tasks such as loading, unloading, shorting, picking, stocking, and transporting of goods.

Nissan Service Center City Gurgaon Sector 18 State Haryana INDIA

Warranty Incharge Assistant

April 2016 – May 2017

- **Job Description :-**

- Dispenses Parts to Service mechanics.
- Processes invoices for payments and maintains proper records.
- Ensure processing of Complaints.
- Ensure reports and documentation is prepared.
- Ensure that Companies Management is aware of upcoming warranty claims.

Academic Qualification Details

Qualification	Board /University	Year of passing
Graduation (Bachelor of Arts)	Mahatma Jyotiba Phula Rohilkhand University Bareilly Uttar Pradesh (INDIA)	2007-2010
Intermediate (High Secondary School)	Uttar Pradesh Board Allahabad (INDIA)	2005-2007
High School (Secondary School)	Uttar Pradesh Board Allahabad (INDIA)	2004-2005

Additional Qualification Details

Qualification	Board /University	Year of passing
Diploma In Computer Application And Multilingual	DOEACC Society, Chandigarh (INDIA)	2008 Grade "A"
Six Months Certificate	COPA from Govt. Polytechnic Shahjahanpur Uttar Pradesh (INDIA)	2012 Grade "A"
Banking & Accounting Certificate	Jeevan Jyoti Shikshan Avam Jan Kalyan Samiti Uttar Pradesh (INDIA) (NCVT)- Government of India	Dec,2014-Apr,2015

Technical Skills

Operating Systems	: Windows XP, Windows 7 , 8 & 10
Applications	: Microsoft Office
Tools	: Photoshop, Coral Draw & PageMaker
Other Skills	: English, Hindi & Urdu Typing

E-Skills Course

Medical Sales Representative by National Skill Development Corporation (Unifiers Social Ventures Pvt. Ltd.)

Hobbies

Reading, Playing Sports (Cricket) & Graphic Design.

Personal Details

Father's Name	:	Mr. Shafeeq Ahmad
Date of Birth	:	14 th May, 1987
Marital Status	:	Unmarried
Sex	:	Male
Religion	:	Islam

Languages Known

HINDI	:	Mother Tongue
ENGLISH	:	Intermediate (Reading, Written & Spoken)

References

Fill Name	Designation Occupation of Position	Full Address, Email ID with Mobile No.
ABDUL AZIZ	Glossary Shop keeper	aziz6281@gmail.com
ANEES RAZA	Common Service Center Online Shop	aneesraza55@gmail.com

Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge


{Tanzeem Ahmad}
Signature

Date: October 20th, 2021