

CURRICULUM VITAE



HAMZA

Karnataka

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Objective:

To seek a responsible profile as Typist to direct my professional skills for the benefit of the Organization whilst working as a team and thereby to achieve the objectives of the firm.

Personal Profile

Nationality : India
Date of birth : 01/06/1987
Gender : Male
Marital Status : married
Languages known : English, Arabic, Hindi, Malayalam, Kannada,

Professional Qualification

- ✓ Higher Secondary – Karnataka State Board
- ✓ SSLC – Karnataka State Education Board

Work Experience

- ✓ 2 year Experience as Typist & Arabic teaching @ jamia saadia arabiya kasaragode, Kerala(Arabic, English, Kannada)
- ✓ Sales executive Nobel bazaar supermarket market Bangalore (2018 to 2020)
- ✓ Sahara store Bangalore (2020 to 2021)

Computer Skill

- ✓ Excel
- ✓ Microsoft Office
- ✓ Page maker

Work Skill

- ✓ Reading
- ✓ writing articles
- ✓ Podcast and calligraphy

Job Responsibility

- ✓ Maintaining a positive, empathetic and professional attitude towards companies.
- ✓ Responding promptly to allover of my work
- ✓ Communicating with customers through various channels.

Professional Skills

- ✓ Interpersonal abilities
- ✓ Creativity
- ✓ Administrative Support
- ✓ Decision Making
- ✓ Team Management.
- ✓ Teamwork

Declaration

I hope that the above mentioned particulars are meet yours requirements and if you give me a chance to serve you I assure you that I can do more best duties interested to care to the entire satisfaction of my superiors.

Signature

HAMZA