



**Sayed Md Tufail shahed**

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**CAREER OBJECTIVE**

A success oriented professional, seeking a position offering both challenge and growth. Desire a position in an organization requiring Responsibility, Flexibility, creativeness, strong organization skills and ability to interact with people at all level of the organization and to develop long term relationship with organization for each other's mutual benefit.

**EDUCATIONAL QUALIFICATION**

EXAMINATION/ DEGREE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING
Bsc IT	NIIT	Kuvempu university	2013
12th	Anant Narayan mahabidyalaya	<b>CHSE</b>	2008
10th	P M academy	CBSE	2005

**Work experience:**

Company: Signitive infotech  
Duration: August 2014 to December 2016  
Designation: system admin

Company: Elite Techno soft  
Duration: Feb 2017to December 2018  
Designation: system admin

Company: Aakash Education Services Pvt Ltd. (Franchisee of Aakash/Byjus. (2 YEARS)  
Duration: May 2019 to till date  
Designation: Admin Executive

**Roles & Responsibility:**

1. TO PUT THE SUBJECT CHIP IN THE TAB AS PER THE REQUIREMENT OF STUDENTS.
2. WORKING IN ERP STOCK ISSUE.
3. TO ISSUE BOOKS FROM THE LIBRARY TO THE STUDENTS.
4. DAILY BOOKING FOR THE I-TUTOR.
5. TO EXPLAIN ABOUT I-TUTOR TO THE STUDENTS THOSE SCORING BELOW 40% MARK IN EXAMINATION AND CONVINCING THEM TO JOIN I-TUTOR.
6. TO ISSUE BOOKS TO THE ACADEMIC SECTION, WHEN REQUIRED.
7. KEEPING THE RECORDS OF THE STUDY MATERIAL IN SOFT COPY & HARD COPY.
8. KEEPING THE RECORDS OF CONSIGNMENTS IN THE FILE.
9. WORKING IN INVENTORY MODULE ALSO.
10. DAILY INVIGILATION DUTY FROM 3.50 PM TO 4.20 PM IN (PS-2).

### **STRENGTH**

- A quick learner, who believes in coordinated work & sincerity.
- Self confidence and hardworking.
- Cool, calm and friendly in nature.
- Always ready for new challenges.

### **HOBBIES**

- Reading Newspaper & Magazines.
- Listening music, watching TV, internet surfing.

### **PERSONAL PROFILE**

- Date of birth : 24.04.1988
- Nationality : Indian
- Religion : Muslim
- Category : General
- Gender : male
- Marital Status : married
- Language Known : Oriya, Hindi & English

### **DECLARATION**

I hereby declare, that all above mentioned information are true and valid to the best of my knowledge.

**Date:**

**Place**

**Sayed Md Tufail shahed**