

# RESUME



**NAME :** JALAL AHMAD  
**Mobile No :** +91 8434241184, 7903756610  
**Email -id :** khanjalal0007@gmail.com

## OBJECTIVE:-

A Resourceful, result- oriented professional with demonstrated/ability in identifying potential strategic opportunities and implementing comprehensive section plans to achieve objectives. Strong work ethics as well as excellent interpersonal and organization skills.

## TOTAL EXPERIENCE:-

NAME OF COMPANY	POSITION	PERIOD
COMMON SERVICE CENTER (CSC)	COMPUTER OPERATOR	08/09/2017 TO TILL
US ENTERPRISES (UP)	COMPUTER OPERATOR	11-07-2015 TO 25-06-2017

## ACADMICUALIFICATION:-

Name of Exam	Examination Board
Graduation (Commerce)	RGPG Collage Ambikapur Chhattisgarh, in 2013
Intermediate (Commerce)	S B S Collage Japla, Jharkhand in 2009
High School passed	RK High School, Haidar Nagar, Jharkhand in 2006

## COMPETENCIES:-

- **Computer** : - Completed certificate course in Computer Concepts PGDCA from DR. C.V. RAMAN UNIVERSITY, BILASPUR, (C.G) Microsoft Office, PowerPoint.

## INTERESTS:-

- Making friend and Traveling

**PERSONAL DETAIL:-**

**Name** : JALAL AHMAD  
**Father's Name** : GULAM AHMAD  
**Date of Birth** : 02/01/1990  
**Sex** : MALE  
**Marital status** : UNMARRIED  
**Nationality** : INDIAN  
**Mother Tongue** : HINDI  
**Languages Known** : HINDI, ENGLISH, & URDU

**ADDRESS:-**

PRESENT ADDRESS: -	PERMAMENT ADDRESS:-
AT BHAI BIGHA PO+PS HAIDAR NAGAR DIST. PALAMU JHARKHAND - 822115	AT BHAI BIGHA PO+PS HAIDAR NAGAR DIST. PALAMU JHARKHAND - 822115

- ▶ Good communication skills.
- ▶ Self-motivated, hardworking and goal oriented.
- ▶ Fast learner and ability to work comfortably with people from diverse background.

**Place:- HAIDAR NAGAR**

**Date:- \_\_\_\_\_**

**(SIGNATURE)**