

# **RESUME**

**Zeyaur Rahman Nadvi**

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## **OBJECTIVE:**

**Looking for a flourishing career in which I can prove my worth. I want to serve in an effort to redefine in this field adhering to the principles of social work and to strive for the better living of human beings.**

## **STRENGTHS:**

- **Excellent Communication Skills.**
- **Good Grasping Power.**
- **Sustainable in any Atmosphere.**
- **Excellent leadership abilities.**
- **Hard working & Self-disciplined.**

## **EXPERIENCE DETAILS:-**

**Presently working in Al-Helal Educational & Welfare Society as Secretary from Nov 2010.**

## **JOB RESPONSIBILITIES:-**

- **Coordinating and monitoring the implementation activities of the project in the field.**
- **Making monthly, quarterly and annual activity reports and submitting them to the funding agency.**
- **Monitoring the budget of the project.**
- **Organizing Training Programmes and sensitization programmes in the field.**
- **Analyzing raw data and making full proof reports.**

## **JOB RESPONSIBILITIES:-**

- **Helping the organization in all sorts of activities from time to time.**

## **EDUCATIONAL QUALIFICATION:-**

**(i) Passed Graduation from Darul Uloom Nadwatul Ulama Lucknow in the year 2007 with 76%.**

(ii) Passed Fazil (M.A.) from Madrasa Board under Jharkhand Academic Council in the year 2011 with 54.5%

**PROFESSIONAL TRAINING:-**

(i) 1 Year training in Al-Mahadul AAli lidderasatil Islamiah institute in Lucknow as Sub-Director.

(ii) 1 month training in Mumbai Fine Touch as in August 2010.

(iii) 6 months computer teaching training in Al-Helal Computer Center in Chnadu.

**COMPUTER SKILLS: - MS – OFFICE, Internet, DTP.**

**ACHIEVEMENTS: -**

1. Recipient of “JAMIA-TUL-IMAM AHMAD BIN IRFAN ASH-SHAHEED” Award in the year 2007 from the JAMIA-TUL-IMAM AHMAD BIN IRFAN ASH-SHAHEED in thesis writing.

2. Recipient of First Prize in thesis Competition organized by ACADEMY OF ISLAMIC RESEARCH & PUBLICATIONS, LTD. LUCKNOW in 2006.

**PERSONAL PROFILE:**

Date of Birth	: 11.12.1986.
Father's Name	: Md. Ataul Haque.
Nationality	: Indian
Marital Status	: Married
Languages Known	: English, Hindi and Urdu
Permanent Address	At. Chandu, Post. Jima P.S. Kuru, Distt. Lohardaga 835213. Jharkhand

Place Chandu.  
Date : 24.09.2024

Sincerely,  
Zeyaur Rahman