



SHAIK AZAHARUDDIN

GET IN CONTACT

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PERSONAL DETAILS

Total Experience 3 Years 9 Months

Current Location Kamareddy

Date of Birth Jun 12, 1998

Gender Male

Marital Status Single/Unmarried

SKILLS

- MS OFFICE WORD
- MS OFFICE EXCEL

TECHNICAL SKILLS

- Typing speed (35 WPM)
- PGDCA

LANGUAGES KNOWN

- Urdu
- Hindi
- Telugu
- English

OTHER INTERESTS

- Reading Holy Books
- Playing Cricket
- Mobile Gaming
- Travelling
- Excited to learn about technology

CAREER OBJECTIVE

Highly managerial skills want to implement for organizational growth and it should also provide me financial stability.

EDUCATION HISTORY

Post-Graduation

Course M.Com (Commerce)
College Telangana University
Year of Passing 2020
Grade 63%

Graduation

Course B.Com (Commerce)
College Telangana University
Year of Passing 2018
Grade 80%

Class XII

Board Andhra Pradesh
Medium English
Year of Passing 2015
Grade 68.6%

Class X

Board Andhra Pradesh
Medium English
Year of Passing 2013
Grade 73%

WORK EXPERIENCE

Oct 2019 to Present

Junior Assistant cum Computer Operator at Government of Telangana (Prohibition & Excise Station Banswada)

- Designed Electronic file system and maintained electronic and paper files.
- Made copies and handled all incoming and outgoing correspondence.
- Reconciled the Revenue of Government challans at Treasury office.
- Created monthly consolidated reports.
- Organized files, developed spreadsheets, scanned documents and mailed reports.