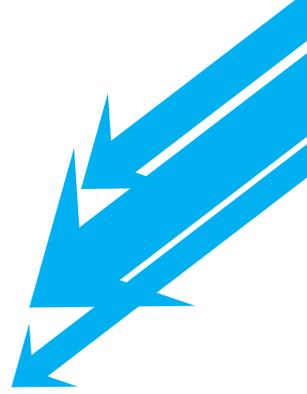




MD SHAHBAZ RAZA

Data Entry Operator



CONTACT

+91 7980882501

shahbazkohin.0000@gmail.com

Dr. Zakir Hussain Road
ZIP: 825301
City: Hazaribag
State: Jharkhand
Country: India

LANGUAGES

English ●●●
Hindi ●●●
Urdu ●●●
Arabic ●●●

INTERESTS

Reading
Travelling
Net-Surfing
Chatting

SKILLS



Communication



Analytical

PROFILE

Secure a challenging position where I can effectively contribute my skills, and innovative ideas to gain knowledge in the work oriented environment.

EDUCATION

- Bachelor Of Arts -[2008-2011]**
Vinoba Bhaves University, Hazaribag
- Intermediate Of Commerce -[2014-2016]**
Jharkhand Academic Council, Ranchi
- Intermediate Of Arts -[2006-2008]**
Vinoba Bhave University, Hazaribag
- High School, Secondary Examination -[2006]**
Jharkhand Academic Council, Ranchi

EXPERIENCE

- ❖ *Worked as a Data Entry Operator at Abdullah Alothaim Markets in Dammam Saudi Arabia from 21 April, 2019 to 15 June, 2021*
- ❖ *Worked as a Data Entry Operator at Sigma Construction co Pvt Ltd Baroda Gujarat from 20 July to 2013 to 02 September 2016*
- ❖ *Having 2 Years of Experience as a Data Entry Operator at Sub Divisional office (SDO) Hazaribag Jharkhand*

PASSPORT

Passport No. : M2558840
Date of Issue: 10. 11. 2014
Date of Expiry: 09. 11. 2024
Place of Issue: Ranchi

INFO

D. O. B: 21st. Oct. 1990
Marital Status: Single
Religion: Islam
Nationality: 

SOCIAL

 LinkedIn
<https://shahbaz-kohin>

 Instagram
[@shahbazkohin](https://www.instagram.com/shahbazkohin)

 Facebook
[Shahbazzaman.com](https://www.facebook.com/Shahbazzaman.com)

CERTIFICATION

Course Name	Institution Name	Duration
Office Assistant (Ms-Office)	Gandhi Institute Of Computer Education	3 months
Diploma In Computer Application	Plus Point Computer Centre	1 year

PROFICIENCY

Operating Systems	: DOS, Windows
Applications	: MS Office

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particular.

Signature:

Md. Shahbaz Rana