

## Curriculum Vitae

### Address

Fahad Abbasi

Mob: +918188825005

House no c/ 386 near malgodam  
Road railway station barabanki

E-mail id- [fahadabbasi702@gmail.com](mailto:fahadabbasi702@gmail.com)

### Carrier Objective:-

- To attain a renowned position in corporate world, and work with my full skills & ability to get effective and efficient results for the organization.

### Educational Qualification:

- Bachelor of Commerce from RMLAU Faizabad in 2017
- Intermediate from UP Board in 2014
- High School from ICSE Board 2011

### Additional Qualification:

- Network hardware engineering from JETKING lucknow
- NCVT ITI diploma in electricals

### Experience:

Present time working as Administration incharge in Sainik Public School, Oberi, Barabanki since June 2018.

#### ▪ Job Responsibilities:-

- providing general clerical/ administrative support including photocopying and filing
- undertaking reception duties including answering telephone and responding to queries and enquiries and dealing with visitors where appropriate on behalf of the Headteacher/ Principal
- taking notes at ad-hoc meetings as required
- providing administrative support for examinations and attendance including data inputting
- updating/ maintaining manual/ computerized record/ management information systems including system maintenance/ back up files and provision of reports
- ordering supplies and equipment/ maintain stock and classroom resources and arrange repair where necessary
- responsibility for pursuing pupil absence with parents including recording/ monitoring of absence and production of reports
- first point of contact regarding teacher absences/ contact with supply agency/ associated record keeping/ processing of payments

working as PERSONEL SECRETORY to DEAN in MIMS Medical Collage since July 2016-17

### Job Responsibilities: -

All work done, related to administration and management

### Computer Proficiency:

- Working Knowledge of Ms- Office, Software Installation & Internet,

### Extra Curriculum Activities:

- Besides looking after the above all works responsibilities are listed below:
  - 1) Looking forward for work.
  - 2) Making proper schedule of work & reviewing.
  - 3) Doing analysis for extra items of works.

### Personal Profile

✓ Date Of Birth	14th Feb. 1994.
✓ Father's Name	Muzaffar Hasan Abbasi
✓ Sex	: Male
✓ Marital Status	: Unmarried
✓ Nationality	: Indian
✓ Permanent Address	: House NO c/ 386 Near railway station Malgodam road railway station Barabanki 225001.

I Fahad Abbasi S/o Muzaffar Hasan Abbasi here by declared that all the information given by me as above are correct or true , if find any thing wrong or false, I will be liable for that.

DATE:

PLACE:Barabanki

Fahad Abbasi