

CURRICULUM – VITAE



Aamir Hussain

Flat No. -1

Building No. - 27

Road No. - 201

Block No. - 302

Manama, Bahrain

Contact no- +97336232085

Email Id: - aamirhussain022@gmail.com

POST APPLIED FOR:

“ Computer Operator ”

CAREER OBJECTIVE:

- *To utilize my skills, abilities and knowledge in a positive and beneficial manner in an Company that offers professional growth. And to do some thing extra ordinary for the Company especially in my field of knowledge and related to it.*

ACADEMIC QUALIFICATION:

*Passed **Matriculation** from Central Board of Secondary Education, Delhi in the year of 2011*

*Passed **Intermediate** from Bihar School Examination Board, Patna in the year of 2011 to 2013*

*Passed **Graduate** from J P University, Chapra, Bihar in the year of 2013 to 2016*

TECHNICAL QUALIFICATION

One Year Advance Diploma in Computer Application (ADCA) From GIIT Computer Training Centre.

Excellent in Ms Excel, Ms Word.

Excellent typing speed 35 wpm with 98% accuracy.

WORKING EXPERIENCE

Worked as Computer Operator in N. K. Construction, Saran, Bihar from 01/10/2016 to 31/12/2021.

PERSONAL INFORMATION

• Name : Aamir Hussain
• Father's Name : Syed Mohammad Ayub
• Date of Birth : 30/09/1995
• Religion : Islam
• Nationality : Indian
• Marital Status : Unmarried
• Languages Known : English, Hindi

Responsibilities –

1. Prepares, compiles and sorts documents for data entry.
2. Verifies and logs receipt of data.
3. Transcribes source data into the required electronic format.
4. Transfers information from paper formats into computer files using keywords, data recorders or optical scanners.
5. Perform high – volume data entry using word processing, spreadsheet, database, or other computer software.
6. Verifies integrity of data by comparing it to source documents.
7. Reviews data for errors, missing pages or missing information and resolves any discrepancies.
8. Maintains a filing system and protects confidential customer information.
9. Perform regular backups to ensure data preservation.
10. Responds to request to retrieve data from the database or electronic filing system.
11. Use basic office equipment.
12. Maintain a satisfactory level of quality and productivity per department standards.
13. Completes additional assigned tasks as required.

DECLARATION

I do hereby declare that all the statement as mentioned above are true & correct to the best of my knowledge and belief.

Date:-----

Place: Bihar

Your's faithfully

(Aamir Hussain)