

RESUME

MD. WASIQUE MUKHTAR

Mob: 89108 69600

Email ID: mukhtarwasique399@gmail.com

Objective:

To add value to the Organization by working hard & using my entire professional & communication skills. I am looking forward to associate myself with an environment, which provide me a progressive and challenging career that helps me to creatively enhance & apply my talents for mutual benefit the Organization and self

Professional Profile:

- Effective communication, interpersonal & problem solving skills
- Ability to work both individually as well as in a team.
- Responsible Attitude, Sincere & Hardworking
- Fast learner & Pro active
- Flair for attaining knowledge.

Work Experience

5 years experience as a CCE in Teleminds Infotech.

Academic Credentials

- Higher Secondary from West Bengal Council, 2009
- Passed Secondary from West Bengal Board, 2007

Personal Skills:

- Time management
- Adaptability
- Conflict resolution
- Excellent verbal and written communication skills
- Dedicated and careful - high level of accuracy and strong attention to detail
- Fluent in English

Computer

- MS Word, Excel and Outlook
- Quick-books and financial software

Personal Details:

- Contact Address : 3/H/1, Gora Chand Road, Kolkata - 700014
- Contact Number : 8910869600
- Date of Birth : 17/04/1990
- Marital Status : Married
- Languages Known : English, Hindi & Bengali
- Hobbies : Listening Music & Sports

Passport Details:

- Passport Number : N0088329
- Place of Issue : Kolkata
- Date of Issue : 15/04/2016
- Date of Expiry : 14/04/2026

Declaration:

I would do my level best to prove my potentials if given a chance to work in your esteemed organization. I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Date :

Place : Kolkata

Md. Wasique Mukhtar