

RESUM



Mirza Firoz Baig Mirza Yusuf Baig

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CAREER OBJECTIVE

To work in a challenging atmosphere that provides ample opportunity for learning, growth and to work for achieving organizational goals. I believe in the magic of teamwork and I wish to give my best efforts to the organization for which I work & work by taking ownership.

AREA OF INTEREST

- Public Relation
- Administration
- HR
- Educational Work
- Co-Operative Work
- Social Work
- Sports

PROFESSIONAL EXPERIENCE

- ❖ One year as **Public Relation Officer** on Honorarium with Chief Administrator “Maharashtra State Co-operative Cotton Growers & Marketing Federation Mumbai”.
- ❖ One year as **Mkt. Representative** with “Mirza Research Center Wani Dist. Yavatmal” **Jan-1989 to Feb-1990**.
- ❖ Seven years as **Public Relation Officer** with “Shri Balaji Shakari Sakhar Karkhana, Keshao Nagar Tq. Risod, Dist. Washim With Additional Charge of Head Office In charge with Responsibilities of Administration, Publicity &P.R.
- ❖ Two years as **Night Shift Manager** with “Hotel Indraprastha Akola” part time basis.
- ❖ Two months as **Sr. Restaurant Supervisor** with “Hotel White Castle Amravati”.
- ❖ Working since near about 20 years from 1st feb 2000 as **Assistant Executive- HR & Admin.** With **Lokmat Media Pvt. Ltd. Akola**” having responsibilities Time Keeping, Computer Operating, Record Maintaining, Training Placement & HR activities.

Con.2.

ACADEMIC QAULIFICATION

Course	University/Board	Percentage & Passing year
S. S. C.	Divisional Board Nagpur	56.8% March-1981
Diploma in Agriculture Science	Panjabrao Krishi Vidhyapeeth Akola	49% April-1986
B. A.(Hindi Level)	Mumbai Hindi University	Pass Oct-1995
M.A. (English)	MANU university Hyderabad	60% Oct-2009

OTHER QAULIFICATION-

- ❖ Passed Govt. Commercial Certificate Exam in English Type writing 30 W.P.M in Oct-1987.
- ❖ Passed Electrical Maintenance As Vocational Subject in XI in March-1983

PERSONAL PROFILE

Father's Name : Mirza Yusuf Baig
Date of Birth : 12th March-1966
Gender : Male
Domicile : Maharashtrian
Nationality : Indian
Religion : Muslim
Marital Status : Married
Languages known : Urdu, English, Hindi, Marathi
Family Length : Wife & Two sons.
Hobbies : Volley ball, Cricket, Chess Playing, Acting & Singing.
Competencies : Self-motivated, goal oriented with high degree of flexibility & Optimism an effective team player with sense responsibility and Good communication skill.

PERMANENT ADDRESS

**Baig house Near Kholapuri Ves,
Infront of Pakiza General Store,
Yaseenpura, Mominpura,
Daryapur-444803
Tq. Daryapur, Dist. Amravati
(Maharashtra), India.**

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place: Daryapur
Date :**

Mirza Firoz Baig