## NAME: SAIF ALI

CURRICULUM VITAE

***ADDRESS:***

## Email ID :- s [aif9211768475@gmail.com](mailto:saif9211768475@gmail.com)

***HOUSE NO:- 29/23 STREET NO- 11,***

***Vishwas Nagar Shahdara, Delhi :- 110032,***

***Contact no :- 9211768475***

***OBJECTIVE:***

* *Seeking good reputed job with higher responsibilities.*
* *Seeking a challenging and responsible position in HRD to utilize my skills and abilities in a firm that offers me a professional growth constantly which will help me to dedicate fully and work up to my potential.*

# EDUCATIONAL QUALIFICATION:

* *10th class from CBSE Board Delhi in 2010.*
* *12th class from CBSE Board Delhi in 2012.*
* *Graduation in B.A from Sol Delhi University 2019.*

# JOB EXPERIENCE:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Company*** | ***Job title*** | ***From*** | ***Till*** |
|  |  |  |  |
| ***Neelkanth Drug Pvt Ltd*** | *Mis Executive* | *Mar/2012* | *Dec/2013* |
| ***NETMEDS*** | *Mis Executive* | *Feb/2014* | *Mar/2017* |
|  |  |  |  |
| ***Thea Healthcare Pvt Ltd*** | *Mis Executive* | *Nov/2017* | *Mar/2018* |
| Delhi Distributor    Udaan Logistics Pvt Ltd | *Mis Executive*  *Mis Executive* | Jun/2019  Nov/2019 | Nov/2019  May/2020 |

***KEY SKILLS:***

* *Good communication skills*
* *Fast learning capacity, assimilate and adapt the working environment.*
* *‘O’ Level Computer Diploma,*
* *Basic Knowledge of computer,*

# STRENGTHS:

* *Good communication skills*
* *Willingness to learn*
* *Team building*
* *Confident*
* *Accept Challenges*

# PERSONAL DETAILS:

***Father’s Name :*** *MD .Naushad*

***Date of Birth :*** *26/12/1994*

***Gender :*** *MALE*

***Nationality :*** *Indian*

***Marital Status :*** *Unmarried*

***Hobbies :*** *Reading, Music, Shayari.*

***Languages Known :*** *English & Hindi*

## Declaration:

I hereby declare that the above details given are true and correct to the best of my knowledge and belief. I assure you if an opportunity to work, I will be able to prove myself as a valuable

asset for your esteemed organization.

***Place****………………****.***

***Date****…………………*

## (SAIF ALI)