**RESUME**

**SHADAB RIZVI**

103/204, COLONEL GANJ,

Kanpur – 208001

Contact No.09807299880,06306441260

E-Mail: [rizvi5943@gmail.com](mailto:rizvi5943@gmail.com)

CAREER OBJECTIVE

To secure a challenging position where I can share my creative skills and knowledge to done my management skills and to be a part of a team that helps to improve the organization**.**

PERSONALITY TRAITS

* I believe in smart work better than hard work.
* Ability to work in Groups as well as individually.
* Interest and ability to learn new technologies.
* Good analytical and problem solving skills.

EXPERIENCE

* 3 Years Syscom Pvt Ltd as a Back Office Executive as a computer operator for AADHAR PROJECT Since 2012 to 2015
* 2.8 Years MCS Auto Pvt Ltd a back office executive who work for Honda motorcycle and scooters as Since 2016 to still working

EDUCATIONAL PROFILE

MBA : INTEGRAL UNIVERSITY,Lucknow

B. A. : C.S.J.M. University, Kanpur.

Intermediate : U. P.Board, Allahabad

High School : U. P.Board, Allahabad

COMPUTER SKILL

* Application Software : MS Office Ms Word Internet surfing emails etc…..
* Hardware & Networking from HCL CDC,Kanpur

PERSONAL PROFILE

Father name : Late Nazar Rizvi

Gender : Male

Marital Status : Un-Married

Date of birth : 13th October 1989

Nationality : Indian

Languages Known : English, Hindi,

Hobbies : Playing Cricket, reading News paper and Books.

DECLARATION

I, Shadab Rizvi do here by declare that all the above furnished details are true to the best of my knowledge.

Place. Yours Truly,

Date: (SHADAB RIZVI)