

SAYED SAFDAR ALI KAZMI



E-41, 1st Floor, Abul Fazal Enclave

Okhla.

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JOB OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience and to secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PROFESSIONAL QUALIFICATION

A. **B.C.A. M.C.U, BHOPAL.**(Bachelor in Computer Application) 2010-2013

EDUCATIONAL QUALIFICATION

I) **I.A-** Passed from B.I.E.C. 2007.

II) **BOARD-** Passed from B.S.E.B. 2005.

SOFTWARE KNOWLEDGE

Operating System : - Win2000, Win XP/7/8/10.

Office Package : - Ms Office (Word, Excel, PowerPoint),
Adobe PageMaker, Corel Draw, Adobe Photoshop.

Internet : - Mail check, Composing & Downloading.

Virtual SaaS PVT LTD Delhi: January 2015 - February 2019

Administrative Assistant/Accountant:

Key responsibilities:

- Maintained monthly, weekly and daily reports of all transactions.
- Prepare meeting agendas, take care of transcribing minutes, and circulate this to the staff.

- Maintain and update office files, inventory, mailing lists, and database systems.
- Provide logistical support to the team
- Communicate with customers and other offices as the need arises.
- Prepare documents such as government and business forms for processing.
- Organizes all company records including communication and business documents.
- Preparing all the payments to vendors and necessary- Preparation of Vouchers, Payment to Employees, Invoice, Receipts)

Deshkal Society, Delhi(NGO) From 1st March 2019 till date.

Designation: Office Assistant

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Creating, maintaining, and entering information into databases.
- Organize office and assist associates in ways that optimize procedures
- Schedule and plan meetings and appointments
- Resolve office-related malfunctions and responds to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with key persons of government agencies, international agencies and colleagues
- Proficient computer skills and ability to operate general office equipment.
- Greeting clients and visitors as needed.

PERSONAL DETAIL

Name	:	Sayed Safdar Ali Kazmi
Aadhar no	:	990974550662
Father Name	:	Quadir Ali Kazmi
Date of Birth	:	28/03/1990
Marital Status	:	Married
Sex	:	Male
Nationality	:	Indian
Language Known	:	English, Hindi, & Urdu.
Hobbies	:	Travelling and helping People

Permanent Address

Village : Padroun
P.O+ PS : Lauriya
Distt. : West Champaran
State : Bihar
Pin : 845453

Declaration:

I hereby declare that the information provided above by me is true to the best of my knowledge and be life.

Date:

Place: New Delhi

(SAYED SAFDAR ALI KAZMI)