

RESUME

ASHRUF ALI

Plot No-398,Block-(A)
Bhuli nagra, dhanbad-828104
jharkhand, INDIA.

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OBJECTIVE

To work hard in such an environment where I can express and utilize my skills and knowledge to the best and play a part in the success of the organization, and also to develop and update my knowledge with such an esteemed organization.

EDUCATIONAL QUALIFICATION

B.com with (A/c - Hons) from J.I.E.C.RANCHI, in (2002 to 2004), with 56% marks.

Intermediate from - J.I.E.C.RANCHI with 55% marks, in (2000-2002)

Matriculation from - B.S.E.B Patna With 50% marks, in (2000)

PROFESSIONAL QUALIFICATION

Diploma in computer application (D.C.A) (From M.C.Point) Dhanbad

P.G.D.C.A from (C.I.I.T Computer) Jharua

Desktop Publishing (D.T.P) From (M.C.Point) Dhanbad

Certification of tally From (M.C.Point) Dhanbad

SKILL SET

- Ms office : Word, Excel, Power point etc..
- On the DTP Package : Photoshop, Corel draw, Page maker, Swish etc..
- Accounting Package : Tally 5, 5.4, 6.3, 7.2, & 9.00 also.

STRENGTHS:-

- > Good Human Relations.
- > Ability to work with a team.
- > Dedication Towards the work.
- > Ready to take any responsibility.
- > Good Communication Skill.
- > Internet Control.
- > Daily Routine work of Microsoft server like monitoring, checking events, checking services, updating new patches as and when release by Microsoft.

HOBBIES

- 1) Listening to music
- 2) Chatting with friends
- 3) Make good relation with all types of people.

PERSONAL DETAILS

Date of Birth : jun 26th, 1983

Sex : Male

Nationality : Indian

Religion : muslim (khan)

Marital Status : Unmarried

Languages Known : Hindi, English, Urdu, Panjabi, Bangali

Passport Detail : Passport no- G 9358322

Designation : C.R.M

Current Address : C/o-md: fahimuddin khan
Bhuli Nagar, "A" Block
Q.No-A/398
P.o-bhuli Nagra
P.s.-Bank more
Dist-dhanbad (Jharkhand)
Phone-0326-2340588,09334470071,95341722

Permanent Address : C/o-md: fahimuddin khan
AZAD Nagar,
P.o.-Bhuli Nagar
p.s. - Bank More
Dist-dhanbad (Jharkhand)
Phone: 0326-2340588,09334470071,953417221

Email ID : ~~KHAN001.002@Rediffmail.com~~
0997747ALI707@gmail.com

Expected salary : Negotiable

Date

Place

DECLARATION

I here by declare that all the information furnished above is true to the best of my Knowledge.

ASHRUF ALI