

Abid Shafi

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Brief introduction:

Since March 2016, I have been employed with the Central Public Works Department (CPWD) under the Ministry of Housing & Urban Affairs (MoHUA), Government of India. My responsibilities primarily involve using Microsoft Windows 11 for various tasks. I draft official correspondence to client departments and other higher Government offices using Microsoft Office tools, including MS Word for letter drafting, MS Excel for estimates and reports, and MS PowerPoint for presentations. In addition to these tasks, I manage printing, emailing, speed post, diary management, and dispatch duties, as well as medical leave sanctioning, TA & DA, update Service Book for the employees. I am also responsible for procuring office supplies, such as tables, chairs, printers, stationery, antivirus software, and desktops through the Government e-Market (GeM), along with other administrative duties.

Career Objective:

- Seeking a challenging role where I can leverage my skills and experiences to contribute effectively to the team's success. Committed to continuous professional and personal growth, I aim for opportunities that provide clear paths for advancement aligned with my career goals.

Professional Experience:**Central Public Works Department (CPWD), Government of India**
Computer Operator cum Office Admin

March 2016 - Present

- Manage office administration tasks and coordinate with higher Government offices.
- Utilize MS Word for letter drafting, MS Excel for creating estimates and reports, and MS PowerPoint for presentations.
- Ensure efficient office operations and maintain accurate office records.

Reliance Telecom, Reliance Human Resource Services (RHRS)

Direct Sales Team Member

March 2012 - August 2015

- Contributed to sales strategies and targets as part of the Direct Sales Team.
- Achieved sales targets through effective communication and negotiation skills.

Reliance Telecom

In-house Collection Executive

October 2010 – February 2012

- Managed in-house collection processes and ensured timely payments.
- Communicated with customers to resolve payment issues.

Aircel Telecom

Team Leader

July 2008 - August 2010

- Led a team to achieve collection targets and maintain high customer satisfaction.
- Implemented process improvements to enhance team performance.

Private Trading Company

Account Maintenance Executive

March 2002 – April 2008

- Maintained accounts and financial records.
- Assisted with financial reporting and audits.

Skills:

- **Microsoft Office Suite:** Proficient in MS Word (letter drafting), MS Excel (creating estimates and reports), and MS PowerPoint (presentations).
- **Operating Systems:** Experienced with Microsoft Windows 11.
- **Communication:** Strong written and oral communication skills, complemented by leadership abilities.
- **Adaptability:** Able to thrive in diverse environments and quickly learn new skills.
- **Collaboration:** Effective team collaborator with proven leadership abilities.

Academic Profile:

Master's Degree in Public Administration

Indira Gandhi National Open University (IGNOU)

Bachelor's Degree in Arts

Kashmir University (KU)

Higher Secondary Education (10+2)

State Board of School Education (JKBOSE)

Technical Education:

Diploma in Information Technology

Rashtriya Institute of Technical Education (RITE)

Interests & Hobbies:

- Reading books.
- Internet research.
- Calligraphy and sketching.
- Sports (watching and playing).
- Embracing new challenges.
- Trekking, hiking and camping.

Location:

- City: Srinagar
- State: Jammu & Kashmir, India
- Pin: 190002