

SHAIK FAIROZ SUMMARY

Office Assistant &
Computer Operator

Knowledgeable and motivated computer operator with 6 years of experience in managing modern operating systems, capable of administrative procedures and performing maintenance work possesses excellent interpersonal skills, problem-solving skills and proven ability to work in high-pressure situations.



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INDIA



01 July, 1992



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SKILLS

Teamwork

Reporting Skills

Problem Solving

Documentation Skills

Equipment maintenance

Knowledge in Microsoft Tools

Typing Speed 25-30 WPM

LANGUAGES

English



Telugu



Hindi



EDUCATION

BACHELOR OF TECHNOLOGY (ECE)

PRAKASAM ENGINEERING COLLEGE, KANDUKUR

DIPLOMA (ECE)

PRATAP POLYTECHNIC COLLEGE, CHIRALA

SECONDARY SCHOOL CERTIFICATE (SSC)

SAI BABA SCHOOL, SINGARAYAKONDA

Certificate in Post Graduate Diploma Computer Application

GLOBAL COMPUTER EDUCATION, KANDUKUR

WORK EXPERIENCE

Office Assistant & Computer Operator

Sultan Tobacco Company, Ongole

10/2017 - Present,

Achievements/Tasks

Working knowledge of Computer Operator will be responsible for working with Human Resource like Administration, Attendance Management and Maintaining Personal files of Employee Relation. Salary Processing, proforma invoices, Bills, Payment Receipts, Statements, Cheque and other financial documents Keep Filing, Documents management system and all General correspondences Phone Calls attend, Computer Operator, E mail managing, Net searching etc.

Teaching (Lab Technician)

Aditya College of Engineering & Technology, Kakinada

06/2016 - 05/2017.

Achievements/Tasks

The responsibility of teaching diploma students and having working knowledge of electronics engineering involves lay cutting, designing, testing, troubleshooting, and modifying electronics products. I should have knowledge of electronics and communication engineering, digital signal processing, telecommunication, optoelectronics and other relevant disciplines.