

CURRICULUM VITÆ

NAME - NAQVI TOHEED RAZA JALALMIYA
CITY - KODINAR
SUB DIST - KODINAR
DIST - GIR SOMNATH
STATE - GUJARAT
UAE CELL-# +971555976714
(currently available in UAE)



Career Objective

The main objective in my career development is that I would like to remain a student for life. For this purpose, I shall Pursue a job to remind me in opportunities to continuously expand my knowledge.

Personal Skill

- * I have an ability to grasp new concepts quickly to apply my knowledge for tackling situations.
- * I have a high ability to work as a team player in any unfavorable condition and make every effort to meet the dead line.

Educational Qualification

Sr.No	EXAM	BOARD/UNI	YEAR	PERCENTAGE
1	SSC	GSHEB	MAR-2017	69.50 %
2	HSC	GSHEB	MAR-2019	46.00 %
3	B.COM	BKNMU	2022	70.16 %

❖ SKILLS

- SELLS, TELLY ERP.9 WITH GST, C C C COMPUTER COURSE, COMPUTER HARDWARE&NETWORKING
- HTML, MICROSOFT WORD, EXCEL, NOTEPAD, SUPERVISING AND ALL TYPE OF COMPUTER BASED RELATED WORK...

GOOD INTERPERSONAL SKILLS ABILITY TO WORK UNDER STRESS TO TRICT DEADLINES, EFFICIENT AND EFFECTIVE DECISION-MAKING SKILLS, ALSO A SKILLFULL TEAM PLAYER

❖ MY STRENGTH

- ***SELF STARTER***
- ***PLEASING PERSONALITY***
- ***EXCELLENT COMMUNICATION***
- ***EMPATHY***
- ***QUICK LEARNER AND ADAPTABILITY TO CHANGE***
- ***MOTIVATOR***

❖ EXPERIENCE

YAMAHA BIKE SHOWROOM

➤ **05/11/2020 TO 12/09/2021**

➤ AS A ACCOUNT ASSISTANT

I WAS WORKING AS A ACCOUNT ASSISTANT – MAKE INVOICE & STOCK MAINTAIN OF WORKSHOP GOODS.

ALL THE WORK RELATED TO SHOWROOM WAS HANDLED BY ME

GOAL COMPUTER

➤ **15/10/2021 TO 22/07/2022** ➤

WORKING AS COMPUTER OPERATOR

I WAS WORKING AS COMPUTER OPERATOR. HTML, MICROSOFT OFFICE AND ALL TYPE OF OFFICE WORK ETC. TYPING SPEED 25/W/ MINT.

❖ PERSONAL DETAILS: -

NAME :- NAQVI TOHEED RAZA JALALMIYA
FATHER S' NAME :- JALALMIYA NAQVI
DATE OF BIRTH :- 03-01-2000
ADDERES :- AT-KODINAR TA-KODINAR
DIST-GIR SOMNATH - 362720
MOBILE :- 9909923495
EMAIL ID :- toheednaqvi374@gmail.com
GENDER :- MALE
PERSONALITY :- PRROFESIONAL
LANGUAGE KNOWAN :- ENGLISH, HINDI, GUJARATI.ARABIC
MARITAL STUTAS :- UNMARRIED
HOBBIES :- READING,WRITING
RELIGION :- ISLAM
NATIONALITY :- INDIAN
PASSPORT NUMBER= U2313189
PASSPORT EXPIRY= 29/12/2029

❖ DECLARATION: -

I hereby declare that the above information Furnished by me is true to the best of Knowledge and brief.

YOUR FAITHFULLY

TOHEED NAQVI