

Resume

1. Personal Details:

Title: Mr.

First Name: **Irfan** Middle Name: **Abdul Razzak** Last Name: **Shaikh**



Gender: Male

Date of Birth (DD/MM/YYYY): 16/07/1994

Birth Place: Aurangabad State of Birth: Maharashtra Country of Birth: India

Blood Group: A +VE Nationality: Indian Mother Tongue: Hindi

Languages Known:

Sr. No	Name of Language	Understand	Speak	Read	Write
1	English	Yes	Yes	Yes	Yes
2	Hindi	Yes	Yes	Yes	Yes
3	Marathi	Yes	Yes	Yes	Yes

2. Current Address Details:

Address for Correspondence and Permanent:

Address: Lane No. 7, Bari Colony, Roshan Gate, Aurangabad

City: Aurangabad State: Maharashtra Country: India Pin/Zip: 431001

3. Contact Details:

Email 1: irfanshaikh160794@gmail.com Mobile No. 9975002920

Email 2: 1994.shaikhirfan@gmail.com 8788661159

4. Academic Records (Starting from Std. 10th):

Sr. No	Qualification	Name of the School / College	Place	Name of Board / University	Percentage	Year and Month of Passing
1	S.S.C	Aurangabad Public High School	Aurangabad	Maharashtra State Board	64.76%	March- 2009
2	H.S.C	Dr. Zakir Hussain Jr. College	Aurangabad	Maharashtra State Board	63.00%	Febuary-2011
3	Bachelor in Computer Science (B.C.S)	Sir Sayyed College, Aurangabad	Aurangabad	Dr. Babasaheb Ambedkar Marathwada University Aurangabad	71.33%	April-2014
4	Master in Computer Application (M.C.A)	M.G.M Institute of Management Aurangabad	Aurangabad	Dr. Babasaheb Ambedkar Marathwada University Aurangabad	61.38%	May-2016
5	Bachelor in Education (B.Ed)	Marathwada College of Education	Aurangabad	Dr. Babasaheb Ambedkar Marathwada University Aurangabad	75.09%	June-2019

5. Certificate Courses:

Sr. No	Name of the Certificate Course	Name of the Certifying Authority	Percentage	Grade	Month & Year of Passing
1	MS-CIT	MSBTE Mumbai	89%	A+	January-2016
2	Typewriter English – 40 WPM	MSCE, Pune	79%	A+	Febuary-2021
3	Typewriter Marathi – 30 wpm	MSCE, Pune	75%	A	Febuary-2021
4	Computer Hardware & Networking	RPG Foundation	89%	A+	July-2021

6. Computing Skills:

Sr. No	Technology	Details of Experience
1	Operating Systems (Windows All Version)	Over 10 Years
2	MS-CIT	Computer Teacher 5 Years
3	Marathi Typing on Computer ISM 6 (Unicode)	10 Years
4	Office Suites (Microsoft Office)	10 Years
5	VB, Java, C, C++, Oracle, HTML, Python	2-5 Years

7. Work Experience:

Sr. No	Name of the Organization	Place of Posting	Designation and Job Responsibilities	Tools / Platforms /Methodologies /Skills / Competencies	Reporting to Name and Designation	From (DD/MM/ Y YYY)	To (DD/MM/ Y YYY)	Year of Experience	Annual Salary (Cost to Company Pay in Rs.)
1	Software Technology Park	Aurangabad	Website Designer	Website Designing	Project Head	01/01/2016	30/06/2018	2 Year 6 Months	3.00 Lakhs
2	RoyalStar English High School and Junior College	Aurangabad	Computer Teacher	Teaching Computer, Hindi Subject	Principal	01/07/2018	30/04/2019	10 Months	3.00 Lakhs
3	RoyalStar English High School and Junior College	Aurangabad	Junior Clerk	All Clerical and Admin Work	Principal	01/06/2019	30/06/2021	2 Years	3.00 Lakhs
4	Winchester International English School	Aurangabad	Computer Teacher	Teaching Computer, Hindi Subject	Principal	01/12/2021	27/07/2022	8 Months	3.00 Lakhs
5	National Sample Survey Organization NSSO Office (Central Government Office)	Aurangabad	Survey Enumerator Cum Junior Statistical Officer	Helping Survey Enumerator in Field and Maintain Statistical Data	SSO	01/11/2022	30/07/2023	9 Months	4.50 Lakhs
6	SGBS Unnati Foundation Bangalore (NGO)	Aurangabad	Change Maker/ Trainer	Teaching Graduate Students English, Software Skill	Frontline	01/08/2023	31/12/2023	5 Months	4.50 Lakhs
7	Aurangabad Municipal Corporation School	Aurangabad	ICT Instructor	Train Students in Computer Subject.	Principal	01/01/2024	Till		4.50 Lakhs
							Total Year of Experience		7 Years

8. Hobbies, Sports, Cultural Activities, etc.:

Sr. No	Hobbies / Sports/Cultural Activities	Details
1	Music	Listening Music
2	Reading	Reading Books
3	Cricket	Playing

Declaration:-

I hereby declare that the above information provided by me is true of my knowledge.

Shaikh Irfan