

Mubeen Shaikh

Add: Room no: 4 , Sahar old Scraps , A K compound , Opp : Atlanta tower , 17 , sahar road ,
Andheri East 400 099.

Mob. 8169182551 | Email: mubeenshaikh285@gmail.com

PROFESSIONAL SUMMARY

A keen Learner with 2+ years of experience in computer operator.

STRENGTHS :

- People Management
- MS Office and Excel Reports

WORK HISTORY :

Arfa Cyber Café	Computer Operator	July 2017- Aug 2019
-----------------	-------------------	---------------------

Roles and Responsibilities:

- Assign PC for Customers and maintaining bills on daily basis.
- Helping Clients for concern issues.
- Applying for NOC.
- Processing online Admission forms .
- Troubleshooting desk related issues.

- Worked in GO AIR Aviation January 2020 - March 2020
As a PSR update (Techlog) entry on Daily basis flights
ON Bombay base

Education :

Course Name	University	Grade	Year
TY.B com.	Mumbai University	Graduated	2 0 2 0 - 2 1
HSC com.	State board of Maharashtra	2 nd Class	2015-16
SSC.	State board of Maharashtra	2 nd Class	2013-14

Personal Details :

- Date of birth : 13th July 1998.
- Status : Single.
- Father Name : Gulam Rasool Shaikh
- Language known : Hindi, English, Marathi.
- Religion : Muslim
- Sports : Playing Football , Carrom.

References: Can be provided on request.

I hereby declare that the above information is true to the best of my knowledge.



Edit with WPS Office

Regards:
Mubeen Shaikh