

Sheikh Sakir Abdul Hamid

OBJECTIVE

Applying for the role of Computer Operator with the aim of using my technical skills to maximize efficiency within the workplace.

CONTACT

✉ sakirh627@gmail.com

☎ 9586687385

📍 Near morak wada ghogha dist-bhav
nagar pin code -364110 state-gujara
t india

SKILLS

*My technical skills include a strong knowledge of computer as well as excellent problem-solving *Operated computers, software and related peripheral equipment, processing advanced payroll applications

80%

EXPERIENCE

Computer operator cum clerk 03/05/2013 -
James I Williams 21/12/2017

- *Implement specific tasks as per the company guidelines that fall under the computer operator work profile
- *Maintain daily report, Time sheet, monthly report etc.
- * Assist with engineer to document copying, maintain filing accurately.
- * All Clerk related work to assist with senior

Computer operator clerk 12/09/2022 -
Gulf engineering 12/09/2023

- * making daily time sheet
- * Document copying and scanning
- *Make daily report and sent it to engineer
- * Make monthly attendance sheet
- *All Clerk related work to assist with senior

LANGUAGES

English

Arabic

Hindi

EDUCATION

H.S.C. 2008
Gujarat secondary and higher secondary
B1

PASSPORT DETAILS

Date of issue - 08/08/2018
Date of expiry - 07/08/2028
Place of issue - Ahmedabad

Gujarat Secondary & Higher Secondary Education Board Gandhinagar

E 11 - 0201799



This is to certify that
SHEKH SAKIR ABDULLAHMIDBHAI

from
SHREE PRANAV BAXI VINAY MANDIR

has passed Higher Secondary Certificate Examination **July**
~~XXXX/XXXX~~ **March** - 2011 *in accordance with rules & regulations established*
by the Gujarat Secondary & Higher Secondary Education
Board, Gandhinagar and is adjudged to have passed in
Grade - D *In testimony whereof are set the seal of*
Gujarat Secondary & Higher Secondary Education Board
and the signatures of the competent authorities.

Sest No.	School No.	Sr. No. of Statement of Marks	Sr. No. of the Certificate	Stream
G 90527B	12. 032	848727	939727	GENERAL

Date: 28-JUL-2011

H. J. Salari

Examination Secretary



R. R. Vani

Chairman

Amizara Education & Charitable Trust

Trust Reg. No. E-2464

K.G.N. Computer class

Amipara Nr. Amipara Masjid, Bhavnagar - 364001



Certificate

This is to certify that Mr. / Ms. Sakir Sheikh

Has Completed M.S.OFFICE. course in our institute.

He / She has Studies following Subjects:

WINDOW. M.S. POWER POINT

M.S. WORD. M.S. PAINT.

M.S. EXCEL.

He is trained in a manner to be compatible with the new version of the above softwares.

Authorized Signature

Mahesh Chandra

Amizara Education Trust



For, Amizara Education & Charitable Trust

Y.B. Dharmacharya
(Trustee)

Address:- Near Amipara Masjid,
Ravdi Bazar, Bhavnagar.

Date: 7-7-07

JAMES L WILLIAMS
MIDDLE EAST



Mechanical, Electrical and Plumbing Services

PO Box 283750
Dubai UAE
Tel +971 4 369 1300
Fax +971 4 369 1301

PO Box 39648
Abu Dhabi UAE
Tel +971 2 643 4221
Fax +971 2 643 4261

21-December-2017
JLW/GEN/HRD-2017/185147

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr. Sakir Abdulhamidbhai Sheikh** Indian National,
Holder of passport Number J2347399 has worked in our organization
As "computer operator cum clerk" From **03/05/2013 To 21/12/2017.**

This certificate is issued upon his request.

Yours sincerely,
For JAMES L WILLIAMS MIDDLE EAST

Linda Moawad
HR Manager

Gulf Engineering Company w.l.l

P.O. Box 22668 Safat 13087, Kuwait, Tel: 4841322
Telefax: 4844175, Telex: EACC 48523 KT/DEEMA 30468
(Paid Capital KD 500.000) C.R. 36890



شركة الخليج الهندسية ذ.م.م

ص.ب. ٢٢٦٦٨ الصفاة ١٣٠٨٧ الكويت، هاتف: ٤٨٤١٣٢٢
فاكس: ٤٨٤٤١٧٥، تليكس: EACC 48523 KT/DEEMA 30468
(رأسمال مسجل: ٥٠٠.٠٠٠ دينار كويتي) رقم سجل: ٣٦٨٩٠

Date: 12/09/2023

TO WHOM IT MAY CONCERN

This is to certify that Mr. Sakir Abdulhamidbhai Sheikh holder of Indian Passport No. S6128423 had worked with us as a Computer Operator from 12/09/2022 to 12/09/2023.

During his tenure with us his contribution to the organization are highly appreciate.

For GULF ENGINEERING CO.W.L.L.

PREM MIRCHANDANI
PERSONNEL & ADMN. OFFICER



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ભાવનગર / BHAVNAGAR

સેવા સંસ્થા / SERVICE



56128423

પિતા / સંબંધિત સંસ્થા / નામ / Name of Father / Legal Guardian

ABDULHAMID SIDDIK SHEIKH

માતા / નામ / Name of Mother

HALUMABEN ABDULHAMID SHEIKH

સહિત નામ / નામ / Name of Spouse

SUMAIYA SAKIR SHEIKH

નામ / Address

MORAKWADA NR MASJID

GHOGHA, BHAVNAGAR

PIN: 364110, GUJARAT, INDIA

પાસપોર્ટ નં. / Old Passport No. with Date and Place of issue

J2347399

28/07/2010

AHMEDABAD

સર્વિસ નં. / File No.

AH1072699324018