

# **FAZAL SHAKIL**

**Mobile:** +91 8210788106

**E-Mail:** fazalshakil1@gmail.com

**Skypee Id:** garry.khan1



**Address:**

H no. 38, Flat No. G/2 Sonar Line

Dhatkidi, Jamshedpur – 831001

POST APPLIED FOR : **OFFICE CLERK**

## **Career Objective**

I am looking for increased involvement with Future Progression here I, Can achieve my personal and professional goals in, Positive and, Forward-looking Environment that provides Job's satisfaction with sample scope of Growth in Career.

## **DUTIES & RESPONSIBILITIES.**

- Disseminating information through telephone, websites, mail services, and email.
- Organizing and maintaining electronic and paper files and managing projects.
- Answering telephone, direct, screen calls, taking and relaying messages.
- Maintaining and devising office systems, including filing, data management etc.
- Providing information to callers, greeting persons entering organization and directing individuals to correct destination.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Delivering facsimiles and transmitting them, and performing any related internet search tasks.
- Updating appointment calendars, creating travel vouchers, performing word processing, basic bookkeeping, and filing.
- Training new employee regarding the office clerical duties, when needed.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Training other co-workers in office to perform work well by utilizing computer applications and maintain effectiveness of the office practices and procedures.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.

## **SKILLS AND ABILITIES**

- Knowledge of clerical and administrative procedures.
- Knowledge of consumer service practices and principles.
- Good communication skills and professional personal presentation.
- Should be honest, respectful, and trustworthy

## ***STRENGTH***

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- Positive attitude & hard working.
- Cooperative & responsible.
- Strives for working of job.

## ***PROFESSIONAL EXPERIENCE***

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1. Position: **OFFICE CLERK** (from 05.01.2019 to 20.06.2021)  
Company: **TARAPORE & COMPANY**, Jamshedpur
2. Position: **OVER HEAD CRANE OPERATOR** (from 10.08.2021 to till continue in service)  
Company: **TRF LIMITED**, Jamshedpur

## ***ACADEMICS***

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Passed **Matriculation** from NIOS Board in the year of 2015.  
Passed **Intermediate** from NIOS Board in the year of 2017.

## ***TECHNICAL EXPERTISE***

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One-year **ADVANCE DIPLOMA** in **BASIC COMPUTER APPLICATION** from **NEW HORIZON**, Jamshedpur in the year of **2018**.

**Operating Systems:** Win 95/ Win 98/2003/XP/Vista/ MS Office (2000/XP)

## ***PERSONAL DOSSIER***

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Name	:	<b>FAZAL SHAKIL</b>
Date of Birth	:	06.11.1996
Father's Name	:	Shakil Ahmad
Sex	:	Male
Religion	:	Islam
Nationality	:	Indian
Language Known	:	English, Hindi & Urdu.
Marital Status	:	Unmarried

## ***AIM***

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My main concern should be to minimize the gap between the knowledge and implementation of knowledge while working. If I can fill this gap fully, we will be able to achieve the target.

Date:

Place: Jamshedpur

**FAZAL SHAKIL**

**TARAPORE & COMPANY**  
**ENGINEERS & CONTRACTORS**

HEAD OFFICE  
DHUN BUILDING  
827, ANNA SALAI  
MADRAS - 600003



PATAL BUILDING  
MAINROAD, BISTUPUR  
JAMSHEDPUR-831001  
PHONE 3100354  
GRAM TARAPORECO  
JAMSHEDPUR  
TELEX 626-278 TP JR IN

Ref. No. : T&C/109/2021

Date : 27/06/2021

**TO WHOM IT MAY CONCERN**

This is to certify that **Mr. FAZAL SHAKIL S/o Mr SHAKIL AHMAD** had worked in this organization as a **"OFFICE CLERK"** during the period from 05-01-2019 to 20-07-2021.

This certificate is being issue to him for his own request, the departments have no objection if he joins any elsewhere in India or Abroad.

We wish and recommended him for his bright and success future endeavours.

For **TARAPORE & CO.**



Hr. & Admin Manager



Ref No. : TRFL/047-2024

Date: 15<sup>th</sup> March 2024

## **EXPERIENCE CERTIFICATE**

It is hereby certify that the holder of this certificate **Mr. FAZAL SHAKIL** Son of **Mr. SHAKIL AHMAD** has been working in this organization as a "**OFFICE CLERK**" from 10<sup>th</sup> August 2021 to till continue in service.

He was always been found to be honest, active, intelligent, and hardworking man during the tenure of his service with us.

His character and conduct are good to the best of our belief and knowledge.

Our best wisher is always with him in his life.

**For: TRF LIMITED**

 **TRF LIMITED**  
(Formerly : Tata Robins-Fraser Limited)

**HR Officer**  
**L Kumar**



# *Certificate of Completion*

*This is to certify that*

**Fazal Shakil**

*has successfully completed the course*

**Advance Diploma in  
Basic Computer Application (1 Year)**

*with* **A** *Grade.*

**29.11.2018**

**Date of Completion**



**Authorised Signatory  
New Horizon**

A handwritten signature in black ink, appearing to be 'Fazal Shakil'.



Registered Under Government, Trust Act.

**Regd. Off.**  
47, Thakurbari Road, Sakchi  
Jamshedpur

क्रमांक A  
S.No. 15 122848



REG20 / 122848  
AI-NO: 260015

**राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान**  
**National Institute of Open Schooling**  
मा.सं.वि.सं. के अंतर्गत एक स्वायत्त संस्था  
(An Autonomous Institution under MHRD)  
भारत सरकार • Govt. of India



**अंक विवरणिका / MARKS STATEMENT**

**माध्यमिक विद्यालय परीक्षा**  
**SECONDARY SCHOOL EXAMINATION**

APRIL - 2015

नाम Name FAZAL SHAKIL

माता का नाम Mother's Name ADIBA SHAKIL

पिता का नाम Father's Name SHAKIL AHMAD

अभिभावक का नाम Guardian's Name

जन्म तिथि Date of Birth 06th NOVEMBER, 1996

जहाँ से नामांकित हुए Enrolled from JHARKHAND

अनुक्रमांक

Roll No. 260015142074

कोड CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				ग्रेड Grade	टीएमए ग्रेड Grade in TMA
		सैद्धांतिक Theory	प्रायोगिक Practical	कुल Total	कुल योग (शब्दों में) Total (in words)		
202	ENGLISH	70	XX	70 P	SEVENTY	D	-
229	DATA ENTRY OPERATIONS	31	58	89 P	EIGHTY-NINE	B	-
214	ECONOMICS	52	XX	52 P	FIFTY-TWO	E	-
215	BUSINESS STUDIES	42	XX	42 P	FORTY-TWO	F	-
201	HINDI	41	XX	41 P	FORTY-ONE	F	-
213	SOCIAL SCIENCE	33	XX	33 P	THIRTY-THREE	G	-
		TOTAL = 327			THREE HUNDRED TWENTY-SEVEN		

परिणाम Result PASS

NOIDA  
(NCR)

260015142074  
FAZAL SHAKIL  
G/2, H.NO: 38, MARKET AREA  
DHATKIDIH, SONAR LINE, BISTUPUR.

दिनांक :

Dated : 10/06/2015

JAMSHEDPUR  
JHARKHAND

PIN : 831001

निदेशक (मूल्यांकन)

Director (Evaluation)



क्रमांक 0  
S.No. 17 007099



REG20/ 229999  
AINO 260015

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
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(An Autonomous Institution under MHRD)  
भारत सरकार Govt. of India



अंक विवरणिका / MARKS STATEMENT

उच्चतर माध्यमिक विद्यालय परीक्षा OCTOBER-2017  
SENIOR SECONDARY SCHOOL EXAMINATION

नाम Name FAZAL SHAKIL

माता का नाम Mother's Name ADIBA SHAKIL

पिता का नाम Father's Name SHAKIL AHMAD

अभिभावक का नाम Guardian's Name

जहाँ से नामांकित हुए Enrolled from

JHARKHAND

अनुक्रमांक

Roll No. 260015153534

कोड CODE	विषय SUBJECT	अधिकतम अंक MAX MARKS	प्राप्तांक MARKS OBTAINED				कुल योग (शब्दों में) TOTAL IN WORDS	ग्रेड Grade
			अंकों में IN FIGURES					
			सैद्धांतिक Theory	प्रायोगिक Practical	टीएमए TMA	कुल Total		
302 ENGLISH		100	26	XX	20	46 P	FORTY SIX	F
336 DATA ENTRY OPER.		100	15	56	08	79 P	SEVENTY NINE	C
321 HOME SCIENCE		100	44	13	16	73 P	SEVENTY THREE	C
319 COMMERCE/B.STUD.		100	29	XX	15	44 P	FORTY FOUR	F
318 ECONOMICS		100	26	XX	16	42 P	FORTY TWO	F
320 ACCOUNTANCY		100	01	XX	18	19 SYC	NINETEEN	H
TOTAL= 303 THREE HUNDRED THREE								

परिणाम Result PASS

NOIDA  
(NCR)

दिनांक :  
Dated : 05-12-2017

260015153534  
FAZAL SHAKIL  
G2, H.NO-38, SONAR LINE,  
MARKET AREA, DHATKIDIH,  
BISTUPUR, JAMSHEDPUR,

EAST SINGHBHUM  
JHARKHAND

PIN 831001

निदेशक (मूल्यांकन)  
Director (Evaluation)



Ministry of Health & Family Welfare  
Government of India

## COVID-19 Vaccination Certificate

Issued in India by Ministry of Health & Family Welfare, Govt. of India

Certificate ID: 48315437261

### Beneficiary Details

Beneficiary Name: **Fazal shakil**  
Date of Birth (YYYY-MM-DD): **1996-11-06**  
Gender: **Male**  
Passport Number: **N5404008**  
Vaccination Status (# of doses): **Fully Vaccinated (2 Doses)**  
Beneficiary Reference ID: **87119503099420**

### Vaccination Details

Dose Number	Date of Dose	Vaccine Name	Batch Number	Vaccine Type	Manufacturer
1st	2021-06-13	COVISHIELD	41212093	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India
2nd	2021-09-05	COVISHIELD	4121MC073	COVID-19 vaccine, non-replicating viral vector	Serum Institute of India Pvt. Ltd.



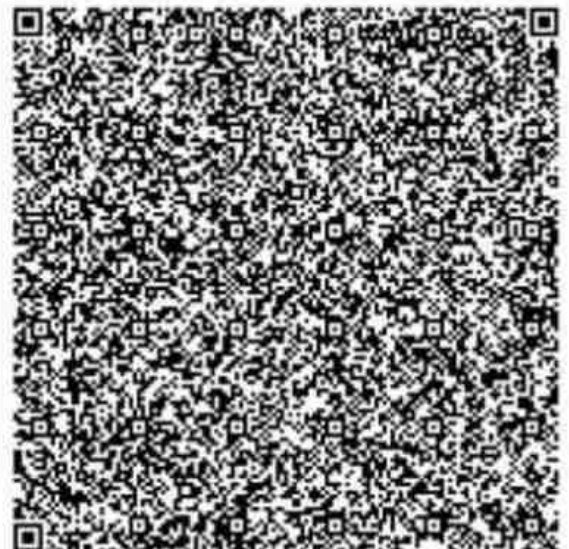
Together, India will defeat  
COVID-19"

- Prime Minister Narendra Modi

In case of any adverse events, kindly contact the nearest health centre

This certificate is compliant with WHO-DDCC-VS data dictionary

**COWIN**  
Winning Over COVID



This certificate can be verified by scanning the QR code at  
<http://verify.cowin.gov.in>