



CURRICULUM VITAE

SAYED REHAN HUSSAIN

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CAREER OBJECTIVE:

- ❖ To be a part of respectable organization with good working environment & opportunity for full exposure of abilities & job satisfaction for self, while achieving the organizational goals.

ACADEMIC QUALIFICATIONS:

- ❖ Passed High School from C.B.S.E. Board In The Year 2001 With IIIrd Division.
- ❖ Passed Intermediate From U.P. Board Allahabad In The Year 2007 With IIIrd Division.
- ❖ Passed Graduation From CCS. University, Meerut In The Year 2011 With IIIrd Division.
- ❖ Passed Post Graduation From CCS. University, Meerut In The Year 2013 With IInd Division.
- ❖ Passed LLB From CCS. University, Meerut In The Year 2017 With IInd Division.

PROFESSIONAL QUALIFICATIONS:

- ❖ D.C.A. Course from NIET Computer Center in Tej Ghari Choraha, Meerut (13 months)

EXPERIENCE:

- ❖ Sales in Medical Group.
- ❖ Sales Marketing in ITC Company.
- ❖ Merchandizer Work in Big Bazar.
- ❖ Working as a Computer Operator since March 2010 till date in the office of the Executive Engineer, Electricity Urban Distribution Division-IV, Meerut.

JOB RESPONSIBILITIES :

- ❖ Reporting to Superintending Engineer (Raids).
- ❖ Preparing Daily Feeder wise Supply Position Report.
- ❖ Preparing Daily Disconnection Report.
- ❖ Preparing Daily Sub-Division wise Disconnection of Camp Report.
- ❖ Preparing Monthly Division wise combing Report.

- ❖ Preparing Monthly Division wise Transformer & Conductor theft Report.
- ❖ Preparing Daily checked & solved helpline complaints undertaking SDO & JE wise PVVNL & UPPCL.
- ❖ Preparing Monthly Division wise Consumer details.

COMPUTER KNOWLEDGE:

- ❖ Operating System : Windows 2007/2010
- ❖ Database : Ms-Access
- ❖ Applications : Ms-Office
- ❖ Typing Efficiency : Hindi (45WPM) & English (40 WPM)
- ❖ Web : Surfing of Internet, Email/Fax/Scanning.

MY PHILOSOPHY & WORK ATTITUDE :

- ❖ Good book study habits & positive attitude for work assignments.
- ❖ Involvement of self & loyalty towards the organization.
- ❖ Teamwork.

PERSONAL DETAILS

- Name : Sayed Rehan Hussain
- Date of Birth : 20th Feb, 1983
- Father's Name : Shri Sayed Rounaque Hussain
- Contact No. : 9358601907, 8218222045
- Address : 154, Guzri Bazar, Meerut. (U.P.)

(Sayed Rehan)

Place : Meerut
Date :