

# CURRICULUM VITAE

**SHAHID MUSHTAQ**

**NOWPORA BANDIPOORA**

**BANDIPORA (J&K)**

**Ph. No: +91 6006327018**



## **OBJECTIVE**

Looking for a best opportunity in your esteemed organization where I would be able to utilize and enhance my potential while begin resourceful, innovative and flexible.

## **CAPABILITIES**

- Written and verbal communication skills.
- Customer service.
- Multitasking and prioritizing.
- Dependability.
- Familiarity with Microsoft Office.
- Problem-solving.
- Ability to work under pressure

## **PERSONAL PROFILE**

Fathers Name: Mushtaq Ahmad Mir  
Gender: Male  
Marital status: Unmarried  
Nationality: Indian  
Religion: Islam  
D.O.B: 08/03/1999  
Language: English, Urdu, Hindi & Kashmiri

## **EDUCATION PROFILE**

- 2014 10<sup>th</sup> (BOSE) (Bandipora Kashmir India)
- 2016 12<sup>th</sup> (BOSE) (Bandipora Kashmir India)
- 2022 BA with Computer (University of Kashmir India)

## **WORK EXPERIENCE**

- One year of Experience in Data Entry Operator at Department of Food Civil Supplies & Consumer affairs Bandipora During the year of 2015-16.
- One Year of Experience in Geo Tagging Operator /Data Entry operator at the Department of Jal Shakti PHE Hyd Division Bandipora.
- Eight Months of Experience in District Operation Officer (DOO) at the Department of Panchayat Raj Bandipora.
- Ten Months of Experience in Data Entry Operator at the Department of Integrated Watershed Management Program (IWMP) Bandipora.

## **CERTIFICATES**

- One year Diploma of Computer basics from NIELIT with grade IST in 2015.
- One Year training in Customer sales & Service Associate from IL&FS on 2015.
- One year Certificate of Assistant Electrician with QP No CON/Q0602.
- Certificate of basic skiing Course with grad awarded “A” (ALFA) from Jawahar Institute of Mountaineering and Winter Sports.

## **NCC CERTIFICATES**

- NCC B Certificate with grade “B” serial No J&k/B-cert/2016-17/Army/Ncc/215.
- RDC Certificate held at Delhi in 2017.
- Certificate of Special Nation Integration Camp (SNIC) 2016 held at JKLI RC Srinagar Wef 25 may to 05 June 2016.
- 08 Certificates of Combined Annual Training Camp (CATC) at different Unites.

## **DECLARATIONS**

I hereby declare that the above mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Shahid Mushtaq

