

Resume

Name: Shaikh Muzammil Aminuddin

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CAREER OBJECTIVE:-

To work in a professional atmosphere that enables to acquire emerging trends and technologies to widen the spectrum of my knowledge, and contribute towards organization and individual growth.

PROFESSIONAL QULIFICATION:-

- Master of Microbiology with 81.9%.

EDUCATIONAL QUALIFICATION:-

- M.Sc with specialization in microbiology from Maulana Azad College with an aggregate 81.9% (A++).
- B.Sc with specialization in microbiology, chemistry, zoology from sir Sayyed College with 1st division with an aggregate 66.08%.

PROFESSIONAL CERTIFICATE:-

- Google IT support specialist- from Google
- Excel Skills for Business Specialization – from Macquarie University Australia
- Certificate from NIELIT of CCC (course on computer concepts).

EXPERIENCE: - 4 Years

- Experience in hardware and software installation and troubleshooting
- Dreamcreation in backend managing Excel Sheet, Emails

- Experience as MIS handling data, Managing sheets, Emails, Offer letters, Certificates.
- MIS Internship at GreenBhumi – Environmental services New Delhi.
- Experience of handling sheets Using COUNTIFS, SUMIFS, Pivot Chart, VlookUp
- Experience in BPO business process outsourcing.
- Teach computer hardware and software at private institute.

SKILLS: -

- Installed and maintained company's computer systems and network.
- Performed upgrades and installed updates.
- Completed troubleshooting and repair when computers had problems.
- Assisted office staff with computer application questions.
- Hardware diagnostics and setup, software installation,
- Windows Installation, upgrade, update, repair.
- Network configuration.
- Proficiency in MS word, MS excel.

EXTRA-CURRICULAR ACTIVITY:-

- Got first prize in poster presentation at college for Botox therapy.
- Participated in seminar by Dr. P. S. Kalsi on “spectroscopy and stereochemistry”.
- Participated and qualified in 17th state level microbiological contest.
- Participated in university level poster presentation.
- Participated in work shop by BioEra life science Pvt. Ltd. on “Advance techniques in molecular Biology”

PERSONAL STRENGTH:-

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| - Self-motivated | Interactive |
| - Learning attitude | Enthusiastic |
| - Disciplined | Time management |
| - Creative, imaginative | Good leadership skills |
| - Possess positive attitude | Communication skills |