**RESUME**

**Present address: Permanent Address:**

**G.VAAZID ALI SHAH G.VAAZID ALI SHAH**

D.No.2/356, D.No.2/356,

Bharpet Street,Beside Badiphol, Bharpet Street,Beside Badiphol,

Adoni-518301, Adoni-518301,

Kurnool Dist (A.P), Kurnool Dist (A.P),

INDIA. INDIA.

 Email : vaazidgattu786@gmail.com

 Mobile: +91 8142757866, 9493251763

**CAREER OBJECTIVE**

**TECHNICAL EXPERIENCE:**

**TECHNICAL EXPERIENCE:**

 To associate myself with a professional organization that will provide me opportunity to make a strong contribution to organization goals, mold me in to an efficient and professional and at the same time will hone my skills and utilize my capabilities to the fullest.

**EDUCATION QUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXAM | UNIVERSITY/BOARD | PASSING (YEAR) | MARKS (%) | CLASS |
| DEGREE | Rayalaseema University, Kurnool. | Oct - 2015 | 65.50 | FIRST CLASS |
| INTERMEDIATE(MEC) | Board Of Intermediate Education, Hyderabad | March-2010 | 66.50 | FIRST CLASS |
| TENTH | Board Of Secondary Education, Hyderabad | March-2008 | 55.50 | SECOND CLASS |

**PREVIOUS EXPERIENCE :-** 2 years

 Previous Employer :- BHARAT GAS AGENCY, HALAHARVI.

 Job Profile :- COMPUTER OPERATOR **(ON ROLE)**  CUM RECEPTIONIST,

 Tenure :- Apr 2013 to Mar 2015 .

 **PROFILE SUMMERY :-**

* Dealing with customers and solve all problems related to me and also printing the bills and connections.
* Daily checking the net stock and also how many connections complete.

**Job Responsibilities** :-

* Checking balance sheet of the company and also balance.
* Accounts of customers will check they are receiving my products, iam inform to agency manager for any mistakes in the connection and also not receive the correct products and rectify the mistakes.
* Received and recorded invoices and arranged payments.
* Maintain petty cash.
* Assist in preparing regular reports and summaries of company activities.
* Assist in Preparing final stock / statement ’ listing & check customers’ credit ratings.
* Maintained Daybook, Sales, Purchase & Stock Registers; posted ledgers.
* Handle all kinds of bank transactions.

ACHIEVEMENTS:

* Gave a seminar topic on “DEBATE SPONSOR PROGRAM” at our college premises.
* Active participator in “PRACTICAL TALLY COURSE” at our college premises.
* Attending National Cadet Corps (NCC) level camp at school level .

INTERPERSONAL SKILLS:

* Ability to work under stress
* Self motivated person
* Honest & Energetic.

**EDUCATIONAL SKILLS:**

IT EXPOSURE:- MS-OFFICE, and TALLY ERP 9

**PERSONAL DETAILS:**

**Name**  : G.VAAZID ALI SHAH

**Father’s Name** : G.SHAFEEQ AHMED

**Date of Birth**  : 16-10-1992

**Gender** : Male

**Marital Status** : Single

**Visa Status** : No

**Nationality** : Indian

**Passport No : L8716261**

**Permanent Address for**

**Communication**  : Dr.no: 2/356,

 Bharpet Street, Beside Badiphol,

Adoni-518301,

Kurnool (Dist)-INDIA.

**Languages Known**  : English Telugu,Kannada and Hindi

**Hobbies :** Cooking, Gardening

**Sports :** Cricket and carrom, football.

**DECLARATION:**

  I,hereby, declare that the above information furnished is true to the best of my knowledge.

**PLACE: ADONI.**

 **(G.VAAZID ALI SHAH)**