

MD IFTEKHAR ALAM



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📍 Islam Nagar Ward No.27, UCO Bank
Road, Araria,Bihar, Pincode: 854311

🚀 SKILLS

*Technical Skills: *Knowledge of MS
OFFICE. *E-mail (mail merge).
*Presentation/ slideshows. *Statistics
*Teaching skills
*Interpersonal skills
*Customer service
*Communication skills

❤ INTERESTS

Surfing through internet
Participating in Social activities
Spend time on computer 🖥
Travelling

🗣 LANGUAGES

Hindi, Urdu, English

🎯 OBJECTIVE

Extremely motivated to constantly develop my skills and grow professionally. A highly motivated and hardworking individual looking for a responsible role in a reputable organization.

🎓 EDUCATION

BACHELOR OF ARTS (HONS) 2020
BHUPENDRA NARAYAN MANDAL UNIVERSITY ,BIHAR
PASS

ADVANCE DIPLOMA IN COMPUTER APPLICATIONS 2016
Evolution Institute of Information Technology
81% (EXCELLENT)

WASTANIA 2007
Zeyaul Islam Madanpur Madarsa, Araria
63%

FAUQUANIA 2009
Zeyaul Islam Madanpur Madarsa, Araria
60%

INTERMEDIATE 2011
Al-SHAMS MILLIA COLLEGE, ARARIA
65% 1st Division

MATRICULATION 2009
AZAD ACADEMY ARARIA
70% 1st Division

👤 CORE COMPETENCIES

- To analyse and simplify numeric, algebraic, geometry, statistics skills.
- Identified issues, analysed information and provided solutions to problems.
- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Used Microsoft office and others software tools to create documents and other communications.
- Created spreadsheet using Microsoft excel for daily, weekly, monthly reporting.
- Used critical thinking to breakdown problem, evaluate solutions and make decisions.
- Proved successful working within tight schedule and fast-paced environments.