**Firoz Alam**

**Jarwal Road, Bahraich, U.P. 271901, 7905478409, 8181920001**  **alamfiroz86@gmail.com**

**CAREERS OBJECTIVE**

**Seeking a responsible career where my abilities can be highly utilized in a growth oriented and professional environment. To achieve organizational goals and reach the pinnacle of success in sprit of team work by utilizing my educational background and skills.**

**P R O F E S S I O N A L E X P E R I E N C E S & RESPONSIBILITIES**

**Admin: -**

* **3 Years of Experience as an admin at Creative Mind Child Mental Health Society Lucknow.**
* **Work with students and employers in occupational settings as required by or appropriate to the academic discipline.**
* **Conduct classes punctually and in accordance with the prescribed meeting schedule.**
* **Coordinate office activities and operations to secure efficiency and compliance to company policies**
* **Supervise administrative staff and divide responsibilities to ensure performance**
* **Manage agendas/travel arrangements/appointments etc. for the upper management**
* **Manage phone calls and correspondence (e-mail, letters, packages etc.)**
* **Support budgeting and bookkeeping procedures**
* **Create and update records and databases with personnel, financial and other data**
* **Track stocks of office supplies and place orders when necessary**
* **Submit timely reports and prepare presentations/proposals as assigned**
* **Assist colleagues whenever necessary**
* **Coordinating office activities and operations to secure efficiency and compliance to company policies**
* **Supervising administrative staff and dividing responsibilities to ensure performance**
* **Keep stock of office supplies and place orders when necessary**

**Working with UPSDM: -**



* **Worked with UPSDM organization to implement computer literacy program and technology use into day to day instruction.**
* **Attended professional development technology courses to increase my knowledge base and learn new information.**
* **Organize, maintain and manage class systems in proper working condition.**
* **Teach students and learners to use computers ICT through UPSDM.**
* **Develop and implement lesson plans and classroom activities in accordance with the student management issues.**

**E D U C A T I O N**

* **High school passed from U.P. board**
* **High school passed from U.P. Madarsa Board**
* **Intermediate passed from U.P. board**
* **Bachelor of Art from Lucknow University**

**Professional Qualification**



* **One-year computer diploma (ADCA)**
* **Course on computer concept (CCC)**
* **‘O’ Level from DOEACC**
* **Graphics designing diploma**

**A D D I T I O N A L S K I L L S**



* **Win Xp, win7, win 8 win 10**
* **Graphics designing**
* **Data handling**

**PERSONAL DETAIL**

**Father’s name -Ateeq Ahmad**

**Date of birth - 1 July, 1992**

**Language known -Hindi, English, Urdu**

**Marital status -Single**



**D E C L A R A T I O N -**

**I hereby declare that the above written particulars are true to the best of my knowledge and**

**Belief.**

**PLACE: Lucknow (Firoz Alam) DATE:**