**Curriculum Vitae**

**MD ANDALEEP ZEYA**

Building No -253

Fifth floor,

Near Makki Masjid

Nai Basti

Jamia Nagar

Okhla(New Delhi)

Pin -110025

Contact: +919122576720

Email : mzeya4638@gmail.com

**CAREER OBJECTIVE:**

Seeking a position where I can utilize my skill and abilities for the growth and success of organization and in personal growth.

**PROFESSIONAL QUALIFICATION:**

Diploma in Computer Application and Multilingual D.T.P from DOEACC Society, Chandigarh Centre at Kainat International School in year 2008.

**EDUCATIONAL QUALIFICATION:**

* Intermediate in science from BSEB board Patna in year 2007.
* Matriculation from BSEB board Patna in year 2004.

**WORKING EXPERIENCE:**

> Currently working as a Scaning Operator in Enhira Software Pvt Ltd at Lok Sabha,Delhi from October 2021.

* 8 Years experience as a Data Entry Operator In Enhira Software PVT. LTD in Mumbai.
* One Year Experience of Sales Executive Bata Showroom In Ranchi.

**WORK PROFILE:**

* Enhira Software Services Ltd. Is a market leader in Imaging Process & Enterprise Content Management with a footprint of about 500-800 installations in over country**.**
* Worked as a DATA-CORDINATOR & ALL OPERATOR with Enhira Software Services Ltd. Fraser Road Patna since June 2013 to till date

**Computer Skills:**

* Basic Knowledge of MS office.
* Knowledge of Excel and Word.

**PERSONAL SKILLS:**

* Comprehensive problem solving abilities, excellent verbal and written communication
* skill, willingness to learn team facilitator hard worker

**PASSPORT deTAILS :**

passport no : L5450578

date of issue : 02/12/2013

date of expiry : 01/12/2023

place of issue : patna

**Personal DETAILs:**

Father’s Name : Md. Zeya Uddin

Permanent Address : Shah Toli kako, Jehanabad

Language Known : English, Hindi, and Urdu

Hobbies                  : Playing Cricket

Religion : Islam

Mobile No : 9122576720

Date of Birth : 10 Feb 1989

**Declaration:**

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

Date: ………………..

Place :

(**Md Anadaleep Zeya)**