CURRICULUM VITAE



SAHBAZ ALI

Present Address
40C Kilokari Maharani Bagh,
New Delhi.110014
E-Mail:
sahbaz4d@gmail.com
Mob. No: +91-8745076745
Permanent Address: Ward No. 10, Chakiya, Siwan, Bihar-841226

Passport no. P7024638 (Date of Expiry. 29.11.2026

Personal Data:
Father's Name: **Md. Tasil**
Date of Birth: **1st Feb, 1996**
Gender: **Male**
Nationality: **Indian**
Category: **General**
Marital Status: **Unmarried**
Language Known: **English, Hindi, Bhojpuri, Urdu**
Hobbies/Interest: Reading Books, Current affairs
Playing Football.

Career Objective

To pursue a challenging career that guarantees knowledge and enhances my skills along with utilization of my potential. I can utilize my abilities attitude, Skills and interest direct them towards the success of organization.

Academic Qualification

- BAG Passed from IGNOU
- 12th Passed from B.S.E.B. Board.
- 10th Passed from B.S.E.B. Board.

Technical Qualification

- Basic knowledge of computer with Internet
- Good command of Word, Excel, Paint, Power Point, Net Surfing.

Experience

- Currently Woking as a administrator with marketing at Shining Star Child Development Center from 05.07.2023.
- 06 Years 03 months' work experience as Event Supervision, Front Desk Executive/Cashier/Office Assistant at Airports Authority of India Officers Institute associated with different organization with multiple responsibilities.
- 1 Year Work experience as a Computer Operator in MKS Online Solution
- 1 Year Work experience as a Salesman with Marketing at Books World.

Work Profile

- Overall Supervision of Clinic.
- Store management.
- Maintaining all banks data and proper correspondence.
- Correspondence with Members/Vendors on behalf of Manager/Secretary, AAIOI.

- Venues Booking/Rooms Booking/Sports facilities & Restaurant and Bar Availability.
- Event Supervision.
- Site Visit to Member/Guest
- Housekeeping, Electrical and Civil maintenance work of front desk area.
- Rooms and Venue refund were also maintained etc. MIS of Guest Room occupancy/Venue occupancy and revenue generation.
- Coordinate with Empaneled Caterers and Decorators and arrange meeting with Members/Guests for Events.
- Dealing with all types of Members/guests (like Airports Authority Executives, IAS/IPS/MOCA Officers/Other Ministries Director and above level/PSUs Officers/Senior Doctors (AIIMS).
- Maintaining Members Data/Annual Subscription Data of Members.
- Maintaining Complaint/Suggestion Log Book
- Salesman with Marketing, supplied all the product on time to school.

Personal Strength

- Honest & Reliable
- Positive attitude towards life
- Hard working and committed

Declaration

- I hereby declare that the above details are true to the best of my knowledge. I hope you are consider me as a part of you firm. I shall work with utmost dedication and devotion.

Date…… (Sahbaz Ali)

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इस पासपोर्ट में 36 पृष्ठ हैं। This passport contains 36 pages. 3

भारत गणराज्य REPUBLIC OF INDIA



टाईप / Type: P

राष्ट्र कोड / Country Code: IND

पासपोर्ट नं. / Passport No.: P7024638

उपनाम / Surname: ALI

दिया गया नाम / Given Name(s): SAHBAZ

राष्ट्रीयता / Nationality: भारतीय / INDIAN

लिंग / Sex: M

जन्म तिथि / Date of Birth: 01/02/1996

जन्म स्थान / Place of Birth: CHAKIYA, BIHAR

Sahbaz-Ali

जारी करने का स्थान / Place of Issue: PATNA

जारी करने की तिथि / Date of Issue: 30/11/2016

समाप्ति की तिथि / Date of Expiry: 29/11/2026

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विविध सेवा / MISCELLANEOUS SERVICE

टिप्पणी / OBSERVATION

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

P7024638

MD TASIL

माता का नाम / Name of Mother

NAIMUN NISHA

पति या पत्नी का नाम / Name of Spouse

पता / Address

VILLAGE CHAKIYA POST SIWAN

PS MUFFASIL,SIWAN

PIN:841226,BIHAR,INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं./ File No.

PA1060440152416

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ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड
(सूचना एवं प्रसारण मंत्रालय के अधीन–भारत सरकार का उद्यम) (मिनि रत्न कम्पनी) (CIN - U32301UP1995GOI017744)
BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED
(A Government of India Enterprise - Under Ministry of Information & Broadcasting) (A Mini Ratna Company)
पंजीकृत एवं कॉर्पोरेट कार्यालय : बेसिल भवन, सी–56 / ए–17, सैक्टर–62, नोएडा–201307 (उ0प्र0), फोन : +91 120 4177850, फैक्स : +91 120 4177879
Registered & Corporate Office : BECIL BHAWAN, C- 56/ A-17, Sector-62, Noida-201307 (U.P.), Tel. : +91 120 4177850, Fax: +91 120 4177879

Ref no.: BECIL/HR/AAIOI/2023/01

Dated: 13.07.2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Sahbaz Ali S/o Shri Tasil, has worked with Broadcast Engineering Consultant India Limited (BECIL) for the period from 12.11.2022 to 07-07-2023 on contract basis. During the tenure, he was deployed at Airports Authority of India Officer's Institute,Delhi as **"Helpdesk Assistant"**.

He stands relieved from his duties 07.07.2023.

Bipin B. Pandey
Deputy General Manager
बिपिन बिहारी पांडेय / BIPIN BIHARI PANDEY
उप महाप्रबंधक (मीडिया) / Dy. General Manager (Media)
ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड
सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम
Broadcast Engineering Consultants India Limited
A Government of India Enterprise - Under Ministry of Information & Broadcasting

STERLING & WILSON

SW/DEL/HR/OM/1001
09-February-2021

Service Certificate

This is to certify that **Mr. Sahbaz**, contract employee code **DEL/1001** was working with Sterling and Wilson Private Limited from **19/04/2018** on contract employment basis. He has been relieved from the services of the Company with effect from **30/11/2020**. His designation at the time of leaving Sterling and Wilson Private Limited was **"Office Assistant".**

We wish him success in his future endeavor.

For Sterling and Wilson Pvt. Ltd.,

STERLING AND WILSON PVT. LTD. MUMBAI

Sandipan Nandy
Business HR – T&D and MEP Service

Aviaxpert

Dated: 10/02/2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr Shabaz Ali** S/o MD Tasil with Emp Code **A9999** has been working with us as **"Cashier In AAIOC"** since 27th March 2017 To 31st March 2018.

During his tenure with us, his performance was very good and to the satisfaction of the management.

We wish him all the success in his future endeavors.

With Good Wishes

For

Avia Xpert Pvt Ltd

AVIA XPERT (P) LTD. NEW DELHI

Auth. Signatory

MKS ONLINE SOLUTIONS

Date 10-03-2017

Experience Certificate

This is to certify that **Mr. Sahbaz Ali S/o of Md Tasil** Address is Lokpriya Vihar Khoda Colony Ghaziabad UP, Pin code - 201010 has been working with us as a Computer Operator (office work) in March 2016 to Feb 2017. His performance is very excellent.

He will prove himself as best employ in our office Delhi.

We wish him all the success in his future life

(Mukesh Kumar Sah)
For MKS ONLINE SOLUTIONS
Director Proprietor

Address :- A-212 C, LG Floor, Tirupati Plaza, Shakarpur, Delhi- 110092 Ph:- 011-43073158
Contact us at: - +91-7838868248
Email us at: - mksonlinesolutions@gmail.com, website www.mksonlinesolutions.com