

**Abid Shafi**

Cell No. +91 9018830990

Email id: [shah\\_aabid@yahoo.com](mailto:shah_aabid@yahoo.com)

**Career Objective:**

- Seeking a challenging role where I can leverage my skills and experiences to contribute effectively to the team's success. Committed to continuous professional and personal growth, I aim for opportunities that provide clear paths for advancement aligned with my career goals.

**Professional Mission:**

- Committed to consistently delivering excellent results through unwavering hard work and dedication.
- Thrive in diverse and challenging work environments, approaching tasks with strong determination.

**Professional Experience:**

**Central Public Works Department (CPWD), Government of India**  
*Computer Operator cum Office Admin/ Superintendent.*

March 2016 - Present

- Manage office administration tasks and coordinate with higher government offices.
- Utilize MS Word for letter drafting, MS Excel for creating estimates and reports, and MS PowerPoint for presentations.
- Ensure efficient office operations and maintain accurate records.

**Reliance Telecom (through Reliance Human Resource Services)**

*Direct Sales Team Member*

March 2012 - August 2015

- Contributed to sales strategies and targets as part of the Direct Sales Team.
- Achieved sales targets through effective communication and negotiation skills.

**Reliance Telecom**

*(In-house Collection Executive)*

October 2010 – February 2012

- Managed in-house collection processes and ensured timely payments.
- Communicated with customers to resolve payment issues.

**Aircel Telecom**

*Team Leader*

July 2008 - August 2010

- Led a team to achieve collection targets and maintain high customer satisfaction.
- Implemented process improvements to enhance team performance.

**Private Trading Company**

*Account Maintenance Executive*

March 2002 – April 2008

- Maintained accounts and financial records.
- Assisted with financial reporting and audits.

## **Skills:**

- **Microsoft Office Suite:** Proficient in MS Word (letter drafting), MS Excel (creating estimates and reports), and MS PowerPoint (presentations).
- **Operating Systems:** Experienced with Microsoft Windows 11.
- **Communication:** Strong written and oral communication skills, complemented by leadership abilities.
- **Adaptability:** Able to thrive in diverse environments and quickly learn new skills.
- **Collaboration:** Effective team collaborator with proven leadership abilities.

## **Academic Profile:**

### **Master's Degree in Public Administration**

Indira Gandhi National Open University (IGNOU)

### **Bachelor's Degree in Arts**

Kashmir University (KU)

### **Higher Secondary Education (10+2)**

State Board of School Education (JKBOSE)

## **Technical Education:**

### **Diploma in Information Technology**

Rashtriya Institute of Technical Education (RITE)

## **Interests & Hobbies:**

- Reading books.
- Internet research.
- Calligraphy and sketching.
- Sports (watching and playing).
- Embracing new challenges.
- Trekking, hiking and camping.

## **Location:**

- City: Srinagar
- State: Jammu & Kashmir, India
- Pin: 190002