

ISHFAQ AHMAD BHAT



CONTACT

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👤 02-01-1994

OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

SKILLS

- Excel, attention to detail, data cleansing.
- Hardware maintenance, handling all types of printer issue.
- Software installation , Windows Server 2012, 2016 management
- DNS, DHCP, Operating System Installation
- Technical Support, Remote Support
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Advanced skills in:
 - Excel: Data analysis, pivot tables, charts, and formulas
 - Word: Document creation, editing, and formatting
 - PowerPoint: Presentation design, development, and delivery
- Data structure and programing with python
- Programming with visual basics
- Java programming and Webpage design

EXPERIENCE

Calance software Pvt ltd NCR Gurgou

29-06-2015 - 30-06-2016

Data analyst

I was working on the government project PMKVY, my work was Organizing and uploading datasets, correcting upload errors, ensuring data accuracy and integrity.

Bell Vue Eco Smart International school Liberia

15-09-2023 - 16-03-2025

Computer science Teacher, social studies, and Business Studies

Computer Instructor also teaches Geography and Business Studies senior high and social science junior high in the above mentioned school, also responsible for maintaining CCTV, and Network of the school.

AK desert foods

02-03-2022 - 30-07-2023

Billing Clerk

I was responsible for processing transactions, handling cash, operating billing software, and resolving customer inquiries or issues.

BELL VUE ECO SMART-TECH INTERNATIONAL SCHOOL LIBERIA

01-06-2024 - 15-09-2024

Marketing manager (for school promotion)

MONVORIA WISDOM INTERNATIONAL SCHOOL

20-03-2025 - 30-05-2025

Teacher

International School – Liberia

Computer Science, Social Studies & Geography

Teacher

2022 – Present

Taught Computer Science from basic ICT skills to programming and digital tools across middle and high school levels

Instructed Social Studies and Geography with a focus on global awareness, cultural understanding, and interactive learning

Designed and implemented lesson plans aligned with international curricula

Assisted in school administration and outreach activities

Created and edited promotional videos for school marketing on social media platforms

Helped improve student engagement and digital literacy through tech-integrated lessons

EDUCATION

- _Desktop Publishing and Design:
 - Proficient in Microsoft Word document design and layout
 - Skilled in creating visually appealing certificates, brochures, and reports
 - Experienced in using advanced Microsoft Word features, including:
 - Templates and themes
 - Graphics and image editing
 - Tables and charts
 - Macros and automation
- Data Cataloging Specialist
Platforms: TaskRabbit, Upwork. Organizing datasets, adding metadata, and tagging files for better accessibility.
- Organizing and uploading datasets, correcting upload errors, ensuring data accuracy and integrity Excel, attention to detail, data cleansing.
- Reviewing uploaded data, identifying and correcting discrepancies, ensuring data meets quality standards.Strong analytical skills, familiarity with databases and reporting tools.
- Assisting organizations with organizing, validating, and managing large data files. Excel, CSV file management, error handling.
- Supporting clients in resolving data upload issues, troubleshooting, and providing training on tools. Excellent communication, problem-solving, basic understanding of data formats.
- Managing client data, ensuring error-free uploads, maintaining clean records in Excel or CRM systems. Organization, Excel, and attention to detail.
- Assisting businesses with advanced Excel functions, data cleaning, and reporting. Pivot tables, formulas, macros (optional).
- Managing product uploads, fixing errors in listings, and ensuring data consistency. Experience with e-commerce platforms, Excel.
- Reviewing uploaded datasets, flagging inconsistencies, and ensuring quality for machine learning models. Analytical mindset, data accuracy

REFERENCE

- **Mr Saku Domobiya - CEO**
BELLE VUE INTERNATIONAL SCHOOL
MONVORIA LIBERIA
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- **Mr Papa Tony - Head Administration**
WISDOM INTERNATIONAL SCHOOL
MONVORIA LIBERIA

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LANGUAGE

Islamic university of science and technology

2019

pulwama Srinagar Kashmir india

Masters in computer applications

62%

SWAMI VIVEKANANDA SUBHARTI
UNIVERSITY, MEERUT UP, INDIA

29 October 2015

Bachelor Of Computer applications

73%

The Jammu and Kashmir State Board Of
School Education

02 February
2012

Higher Secondary, Commerce

67%

PROJECTS

E-Commerce Web Application

Developed a full-stack E-commerce web application that allowed users to browse products, add items to a shopping cart, and complete secure checkouts. The platform included user authentication, admin panel for inventory management, and order tracking system.

ACHIEVEMENTS & AWARDS

- ✓ National cricket Tournament Award

Signature:



Ishfaq Ahmad Bhat

- ✓ English
- ✓ Hindi
- ✓ Kashmiri