



SHAIK IRFAN

CURRICULUM VITAE • HYDERABAD , INDIA • 6301646305

◦ DETAILS ◦

Hyderabad
India
6301646305
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◦ SKILLS ◦

Computer Skills
Effective Time Management
Fast Learner
Ability to Work in a Team
Ability to Work Under Pressure
Microsoft PowerPoint
Customer Service
Communication Skills
Microsoft Excel
Data Entry
Microsoft Office

◦ LANGUAGES ◦

Telugu
Hindi
English

PERSON PROFILE

My internship at the Ministry of External Affairs provided me with critical skills that are highly applicable to the Field Investigator role. In that capacity, I developed strong research skills by gathering, analyzing, and interpreting complex data from various sources, which aligns with the investigative nature of this role. Furthermore, my experience working with different stakeholders, both national and international, enhanced my communication and collaboration skills, which are essential when coordinating with team members and participants in the field. The internship also honed my attention to detail and ability to manage sensitive information, which is crucial in ensuring the accuracy and integrity of data in any research project. These experiences will enable me to effectively contribute to the successful execution of the project.

EMPLOYMENT HISTORY

Intern at Ministry of external affairs , New Delhi

June 2022 — August 2022

As an intern at the Ministry of External Affairs, could involve tasks such as:

1. Data Collection and Analysis: Gathering information on foreign policy issues, international relations, trade agreements, or other external affairs topics. This could involve interviewing individuals, reviewing case studies, or analyzing data related to international cooperation.
2. Site Visits: Conducting on-the-ground visits to foreign embassies, consulates, or other relevant locations to assess situations, collect evidence, or monitor developments related to international agreements, treaties, or foreign interactions.
3. Verification of Information: Investigating claims, verifying documents, or following up on leads related to diplomatic missions, international collaborations, or disputes.
4. Monitoring and Reporting: Keeping track of international events, political changes, or conflicts that may impact India's foreign policy. This might involve working with security agencies, embassies, and consulates.
5. Diplomatic Liaison: Assisting diplomats in gathering intelligence and providing timely reports that help in decision-making processes regarding foreign relations.

EDUCATION

Secondary education , Panchavati vidyalaya , MAHBUBNAGAR

March 2007 — March 2017

Studied subjects Telugu Hindi English maths science social

And secured 8.7/10 CGPA



- **Intermediate education , Scholars junior college , Wanaparthi**
March 2017 — March 2019
Studied subjects like biology physics chemistry
I was district topper with 980/1000 marks
- **Graduated , NIZAM COLLEGE AUTONOMOUS , Hyderabad**
March 2019 — June 2022
Graduated with as biotechnology zoology chemistry secured 9.0/10 CGPA
- **Post graduation (final year), Kakatiya University Warangal , Warangal**
November 2023 — Present
MSC microbiology

👥 INTERNSHIPS

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