

Curriculum vitae

AZEEM KHAN

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H NO. 8155 CHIMNI MILL BARA HINDU RAO
DELHI- 110006

CAREER OBJECTIVE :

Purpose is to succeed in all spheres of life by achieving personal and organizational goals using my academic and professional skills and practical knowledge with utilize my interpersonal leadership skills and my potentiality to the best of my endeavors.

PROFILE SUMMARY: Total 2 Years and 06 Months Experience.

ROAD CAR HELPLINE PVT LTD (DELHI)

Business URL <https://www.crossroadshelpline.com/>

CI CAR INTERNATIONAL PVT LTD EMPLOY EXPORT

Designation:- Telecalling Cum, Data Entry Operator.

Job Responsibility:

Job Description

Data Entry, printing, Xerox
Handling client queries over the phone and emails
Daily follow up with the clients
Making Sales Calls. Solving Customer Queries.
Monitoring & Reporting Preparation and Data Entry
Online & Offline Marketing.

PROJECT WORK OF (ADHAR CARD) .(DELHI)

Designation: Computer Operator

Job Responsibility:

Data Entry, Online Offline work
Video Grapery Capturing pictures.

EDUCATIONAL QUALIFICATION :

EXAMINATION	INSTITUTE	BOARD/COUNCIL	PERCENTAGE/ DIVISION
M.A pursuing	GOVT R.D COLLEGE	UP BOARD	2018-2019
Graduation in B.A	GOVT R.D.COLLAGE	UP BOARD	57.80%
Intermediate ARTs	GOVT R.I.COLLAGE	UP BOARD	50.%
Matriculation	GOVT R.I.COLLAGE	UP BOARD	58.83%

COMPUTER KNOWLEDGE:

Operating systems	: Windows XP & Windows 7 (Basic Knowledge)
Tally.ERP	: Account, legder, voucher.Genral entry,traibalance
Software Packages	: Ms Word, Ms Excel & Ms PowerPoint, OFFICE PAKAGE.
Typing Speed	: 25 – 30 wpm
Accuracy	: more than 80%

► Strong Mental

ability. Strong Adaptability, Team manship, **Analytical Acumen,** Good Interpersonal Skill & Positive thinking.

HOBBIES & INTERESTYS:

Internet Surfing & Playing cricket, Listing music & Chess.

STRENGTHS :

1. Exposure to multi-cultural and multi-ligual work environment.
2. Self motivated, work well with large team or Autonomously
3. Well organized and good at time management.
4. Good in Corporate Behaviors' and Rapport Bulding.
5. Good Analytical and problem solving skills.

PERSONAL PROFILE :

■ NAME	:	AZEEM KHAN
■ Father's Name	:	NOOR AHMAD KHAN
■ DATE OF BIRTH	:	10 TH May 1998
❖ PRESENT ADDRESS	:	JAIL ROAD GHAI R PIPAL WALA RAMPUR UTTAR PARDESH (U.P)
■ CORSPONDENS ADDRESS	:	H NO. CHIMNI MILL BARA HINDU RAO DELHI- 110006

■ LANGUAGE PROFICIENCIES : HINDI
URDU
ENGLISH

■ NATIONALITY : INDIAN.

Certification: I do here by certify that the above information is true & correct to the best of
My knowledge.

Place: DELHI

Date-

(AZEEM KHAN)