

KAIF YUSUF KHAN

Room no 1104, 11nd floor,
Building no,6 (F) wing,
Kohinoor City,HDIL,
Kohinoor premium, Kurla
West.
Mumbai – 400070
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Career Objective

To work in learning and challenging environment utilizing skills and knowledge to the best of abilities and Contribute positively to my personal growth as well as Growth in organization

Education Qualification

Qualification	University/ Board	Institution	Year of passing	Percentage
GRADUATED	University Of Mumbai	Rizvi College of Arts,Science&Commerce	2021-22	Sem 5:- SGPI 9.70 Sem 6:- 83%
HSC	Maharashtra Board	Kesar College of commerce	2016-17	58%
SSC	Maharashtra Board	Purushottam High School	2014-15	47%

Technical Skills

- Basic Knowledge Of Computer, Power Point, Business Communication, Tally ERP-9, Excel, Word.

Accounting Knowledge

- ✓ BRS
- ✓ Payment & Receipt Entries
- ✓ Purchase & Sales Invoice
- ✓ Preparing Financial Statements

Work Experience

- 10 Month experience with **Epicenter as Customer Service Executive**
- 4 Month experience with **Gebbs Health Care Solutions as Ar Association**
- 6 Month experience with **Europ Assistance of Inadia as Assistant Coordinator**

Personal Information

Date of Birth : 25th March 2000
Marital Status : Single
Languages Known : English, Hindi,
Strengths : Positive attitude, honest, smart working.

Declaration

I declare that the above information's are true to the best of my knowledge and belief.

PLACE: MUMBAI

DATE:

SIGNATURE

KAIF KHAN