

CURRICULUM VITAE

FIROZ KHAN

Kareem Nagar E, Kho Nagoriyan Jaipur (Raj) pin : 302031

E-Mail:fezz9694@gmail.com

Mobile No-+91 9694607604;

Status- Married;

Nationality- Indian;

Objective

To work in an Organization where I use my skills and knowledge to deliver value added results as well as further enhance my learning and develop my career.

Academic Qualification

- B.com Passed from University of Rajasthan : 2015
- 12th Passed from Rasthan Board Ajmer : 2012
- 10th Passed from Rasthan Board Ajmer : 2010

Certification

- Successfully Completed a Three Month's course in Office Administration From ICICI Academy for Skills

SOFTWARE SKILL

- Platforms: Windows 8/XP/Vista /Window7, MS-DOS
- Other: 8085/86, Wireless standards.

Professional Experience

1. Icici bank Ltd.

- Senior sales officer in Icici bank pay roll of i-Process India pvt. Ltd. In Business card Department. Since August 2017 To October 2019.

Key Responsibilities :-

Cold calling
Customer handling
Customer services

2. Jobingo HR solutions pvt. Ltd.

Junior HR recruiter in Jobingo HR solutions pvt. Ltd. for temp hiring. Since November 2019 To Present.

Duties and Responsibilities :-

- Understand requirements of the companies.
- Screen candidates & Take preliminary Interview through Phone or Face to Face.
- Joining & Separation Process.

- Data Management.
- Handling Employee Documents.

Key Skills

- Good Interpersonal skills with an ability to understand the customer's requirement.
- Project management skills and key sales and marketing abilities.

Personal Details

Father Name	:	Mr. Kamruddin khan
Date of Birth	:	07-07-1995
Marital Status	:	Married
Languages Known	:	Hindi, English;
Nationality	:	Indian;
Personality	:	Honesty, Determinate.

Declaration

I hereby declare that all the above said information is true to the best of my Knowledge and belief.
I am also confident of my ability to work in a team.

Date:

Firoz khan

Place:

SIGNATURE