

# CURRICULUM VITAE

**FIROZ KHAN**

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

**E-Mail:**[fezz9694@gmail.com](mailto:fezz9694@gmail.com)

**Mobile No-+91 9694607604;**

**Status- Married;**

**Nationality- Indian;**

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## 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
- 12<sup>th</sup> Passed from Rasthan Board Ajmer : 2012
- 10<sup>th</sup> 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**