RESUME



**SULTAN KATHAT**

**RATANPURA SARDARA ,POST & THE. – BEAWAR**

**DIST. :- AJMER , RAJASTHAN , PIN - 305901**



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**CAREER OBJECTIVE** *:-Loking for a position that can provide wide scope to face new challenges. I realize my potential in challenging situation and develop my capabilities through this learning process. I am dedicated and developed professionally seeking a responsive job and develop my capabilities through this process.*

**TRAINING UNDERTAKEN** :-I HAVE COMLETED 24TH DAY’S PRACTICAL TRAINING FROM RKCL RAMGANJ , AJMER..

**EDUCATIONAL QUALIFICATION:-**

SECONDARY FROM BOARD OF SECONDARY EDUCATION RAJASTHAN , WITH 73.54 % MARK’S IN THE YEAR 2007.

SR.SECONDARY FROM BOARD OF SECONDARY EDUCATION RAJASTHAN , WITH 62 % MARK’S IN THE YEAR 2009..

GRADUTION IN “B.A.” FROM S.D. GOVT. COLLEGE , BEAWAR ,AJMER, IN THE YEAR 2013 .

**ADDITIONAL QUALIFICATION:-**

I HAVE COMPLETED MY POLYTECHNIC DIPLOMA IN COMPUTER SCIENCE & ENGEENIRING FROM GOVT. POLYTECHNIC COLLEGE MAKHUPURA , AJMER WITH 66.23 % AGGREGATE MARK’S IN THE YEAR 2012.

* I HAVE WORKING KNOWLEDGE OF MS OFFICE – MS WORD , EXCEL, POWER POINT ,& MS ACCESS

MY PROFILE INCLUDES DOING THE TYPING RELATED WORKS AS WELL AS COMPILING THE DAILY CALL REPORTS (DCR) OF SALES PERSON AND SENDING IT TO THE SUPERIOR PERSON.

**SKILLS :**\_-

TYPING SPEED :-

ENGLISH TYPING 30 WPM

HINDI TYPING 20 WPM

WITH 90 % OF ACCURACY .

CAN WORK WITH MS WORD AND EXCEL .

**KNOWLEDGE OF ROUTINE OFFICE PRACTICE AND PROCEDURE.**

**ABOUT MY WORK EXPERIENCE’S**:-

* MY FIRST EXPERIEANCE WAS AS A TUTOR AT LOCAL COACHING INSTITUTE OF COMPUTER EDUCATION
* CURRENTLY I AM WORKING WITH VISHAL MEGHA MART , AIR PLAZA RETAIL HOLDINGS PVT. LTD. WHERE MY DESIGNATION IS AS A CUSTOMER SERVICE ASSOCIATIVE (CSA).

WHERE MY DUTIES ARE :-

* TO WELCOME CUSTOMER AND GIVE THEM FULL ATTENTION.
* TO MANAGE SIGNAGES OF OFFERS AND ITEM DESCRIPTIONS.
* TO DISPLAY ITEMS ON FLOOR.
* TO MANAGE AND SEPRATE ANY PROMOTIONAL ITEMS .
* SOME TIMES I ALSO PERFORME THE DUTIES OF A CASHIER. I ALSO MAKE BILLS OF CUSTOMERS.
* I ALSO MAKE ROL;E IN TO COMPLETE GRC OF BILLS & ITEMS RECEIVED FROM VENDER.
* TO GENERATE & PRINT SIGNAGES OF ANY PROMOTIONS AND SPECIAL OFFERS.

**STRENGTH:-**

* CAN WORK UNDER PRESSURE.
* CAN DO TARGET BASED JOB WITH EFFICIENCY

**PERSONAL DOSSIER:-**

* D.O.B. : 06 FEB 1991
* FATHER’S NAME : MANGLA KATHAT
* RELIGION : MUSLIM
* MRRITAL STATUS : MARRIED
* NATIONALITY : INDIAN
* LANGUAGE’S : HINDI , ENGLISH ,URDU

**DECLARTION:-**

I hereby declare that all statement made above are true and best of my knowledge.

**DATE :-**

**PLACE:** -

**SIGNATURE**