

# Mohd Zeeshan Khan

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## Objective

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

## Academic Details

### **Makhanlal University**

M.sc (CS), 62.86%, 2019

### **Makhanlal University**

P.G.D.C.A., 65.60%, 2017

### **Barkatullah University**

B.Com, 44%, 2016

### **Model ITI-Bhopal**

ITI, Information Technology (NCVT), 72%, 2016

### **Model ITI-Bhopal**

ITI, Multimedia & Webpage Designing (NCVT), 72.11%, 2015

### **Map it**

CPCT Exam, Certified%, 2020

### **Jetking Institute**

Computer Hardware & Networking course, B, 2017

### **M.P. Board**

12th , 59.2%, 2013

### **M.P. Board**

10th, 62%, 2010

## Work Experience

### **Xtranet Private limited**

(Customer) Retailer Care Executive , Sep 2014 - May 2015

Role : Attend Shops Retailers Calls

### **Advocate Firm**

Computer Operator, Jun 2015 - Oct 2017

Role : Clerical, Maintain Files Systems, Hindi & English Typing, Excel, PPT, Database Management

**National Highways Authority of India (NHAI)**

Office Assistant/ Computer Operator, Nov 2017 - Jun 2020

Role : Govt.Clerical, Maintain Files Systems, Hindi & English Typing, Excel, PPT, Online Data Manage in Departmental (NHAI) website, Database Management

**Directed Health Services, Satpura Bhawan (National Health Mission)**

Computer Operator, Oct 2020 - May 2022

Role : Govt.Clerical, Maintain Files Systems, Hindi & English Typing, Excel, PPT, Online Data Manage in Departmental (Health) Website, Database Management

**Commissioner Tribal Development, Satpura Bhawan (CEDMAP)**

Assistant Programmer , Jun 2022 - Oct 2022

Role : Govt. Clerical, Maintain Files Systems, Hindi & English Typing, Excel, PPT, Online Data Manage in Departmental (Tribal) website, Database Management, Working In CM Rise School Project

**Assistant Commissioner Of Tribal, Collectorate Office Bhopal**

Daily Wages Employees, Multi Tasking Staff, Feb 2023 - Mar 2023

Role : Govt.Clerical & Maintain Files Systems, Hindi & English Typing, Excel, PPT, Online Data Manage in Departmental (Tribal) Website, Database Management

**Madhya Pradesh Industrial Development Corporation (CEDMAP)**

Assistant , Apr 2023 - Aug 2023

Role : Govt. Clerical & Maintain Files Systems, Hindi & English Typing, Excel, PPT, Database Management

**Field of Interest**

Information technology  
Computer science/Data Science

**Skills**

Computer skills, Hindi & English Typing, Excel & PPT  
Govt.Clerical & File System  
Online/Offline Database Management

**Strength**

Never give up

**Hobbies**

Learn new things

**Declaration**

I hereby declare that the above mentioned details are true to the best of my knowledge.

Place : Bhopal



(Mohd Zeeshan Khan)