

RESUME



AARFEEN KHAN
Khasra No. 05, Sitapur Road
Rooppur, Khadra,
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Career Objective :

- To perceive a career in a renowned firm with dedicated efforts and to associate myself with an organization that gives me a chance to update my knowledge.

Experience :

Sales Co-ordinator (27Aug'18 to till date)
M.G. BUILDER & DEVELOPER – Vibhuti Khand, Gomti Nagar,
Lucknow

- Create appropriate documentation for members of Team and senior leadership before client meetings.

- Responsible are processing Projects, Managing databases, performing market research, analyzing consumer trends and handling accounting and finance tasks.
- Responds to emails and others correspondence to facilitate communication and enhance business process.
- Support responsibilities and handle functions that help the front office work well

PRIMARY SCHOOL TEACHER (Jul'17 to Mar'18)

IMMANUEL MISSION SCHOOL – Itwa, Siddharth Nagar

- Teach Students from Class 1st to 5th.
- Interacting with children through play, age-appropriate activities.

PRIMARY SCHOOL TEACHER (Jul'16 to Mar'17)

PIONEER MONTESSORY SCHOOL – Fakharpur, Bahraich

- Teach Students from Class UKG to Class 5th.
- Updating Attendance Records.
- Facilitating child development goals.

Educational Qualification :

- Graduation (B.Sc) in Science from Dr. Ram Manohar Lohia, Awadh University
- Intermediate of Arts & Science from U.P. Board, Bahraich
- High School from U.P. Board, Bahraich

Computer Skills :

- MS office
- Mailing , Internet Explorer

Strengths :

- Good Communication Skills.
- Ready to take responsibility.
- Quick Learner and Good Interpersonal Skills.

Extra curriculum activities :

- Actively Participated in Sports
- Participated in many cultural activities inside the college.

Personal Profile :

Name : AARFEEN KHAN
Father Name : LATE RIZWAN KHAN
Marital Status : Single
Religion : Muslim
Nationality : Indian
Languages Known : English, Hindi and Urdu

Declaration :

- I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place: LUCKNOW

(AARFEEN KHAN)

Date: