

CURRICULUM VITAE



Athar Khan

S/o, Jameer Khan,
Vill- Pichhaura, P. O+P.S- Naugarh,
Dist- Siddharthnagar 272203,
U.P, India.

Email Id: atharkhan1243@gmail.com

Date of birth: 10th Oct'1989

Mobile No.:9839912006

Career Objective:

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to succeed in an environment of growth and excellence to meet personal and organizational goals.

Skill:

- Problem solving is about being able to find solutions when faced with difficulties or setbacks. Even if you can't think of a solution straight away, you need to have a logical process for figuring things out.
 - Self-management is about getting on with your work without someone having to check up on you every five minutes. You should also be able to stay on top of your own deadlines and be able to delegate tasks to other people to make sure things get done on time.
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Experience:

- HANEDA INFRA PVT LTD: As an Admin Assistant in Sikkim Shiga Energy PVT Ltd Nov'13 to April'2014.
 - HANEDA INFRA PVT LTD: As an Admin Assistant in Delhi metro tunnel CC05 Jama Masjid from July'14 to Jan'2015.
 - Working with "New Asian Construction Company" as an Accounts Assistant come Admin Assistant Aug'16 to till date.
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Responsibilities:

Admin: -

- Arrange the meetings.
- Coordination with clients
- Coordination with vendor
- Keeping all admin documents records
- Handling Jr. employees
- Team work

Accounts: -

- Data entry
 - Tally entry – sale, purchase
 - Journal entries
 - Ledger entry
 - Bank reconciliation statement
 - Excel sheet
 - MIS
 - Petty cash
 - Maintained all accounts record
 - Daily progress report
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Education:

EXAMINATION PASSED	YEAR OF PASSING	BOARD / UNIVERSITY	MARKS OBTAINED (%)
10th	2006	U.P BOARD	57.8%
12th	2009	U.P BOARD	61%
B.A	2012	GORAKHPUR UNIVESITY	45.9%

Computer Knowledge: -

- Basic Knowledge
 - Excel-Sheet
 - MS Power point
 - Tally ERP 9
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Hobbies: -

- Playing crickets
 - Listening songs
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Place:- Mumbai

Date:-

(Athar Khan)