

## RESUME

### **AZEEM KHAN**

4208 gali shahtara

Ajmeri gate

Near chawri bazaar metro station

Delhi-110006

Country-INDIA

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### **OBJECTIVE**

Looking for a position in a company where there is enough scope to contribute in the development.

### **ACADEMIC QUALIFICATIONS:**

- Sr. Secondary from Anglo Arabic Sr. Sec. School, with science stream (C.B.S.E Board), Delhi- 2006
- Secondary from Anglo Arabic Sr. Sec. School (C.B.S.E Board), Delhi- 2003

### **COMPUTER PROFICIENCY**

- Done Office assistant course from Gandhi institute of computer education & information technology
- Working knowledge of Windows and Internet. And good knowledge of MS-Word/MS-Excel(knowledge of basic excel)/power point.
- Efficient in internet, emailing.
- Typing speed 40wpm.

### **Strength**

- Hard Working, confident, positive attitude, punctual.
- Can utilize available resources efficiently
- Can execute a task within given time

### **PROFESSIONAL EXPERIENCE:**

- 6 years experience of a computer data entry operator/data entry associate in competent software pvt ltd.

## SKILLS:

- Average Communication Skills.
- Easily negotiate with other people.
- Can work effectively in team, as well as individually

## PERSONAL INFORMATION:

**Father's Name:** Machchan khan  
**Marital Status:** Unmarried  
**Sex:** Male  
**Date of Birth:** 19 Feb 1988  
**Language Known:** English, Hindi & Urdu  
**Nationality:** Indian  
**Hobbies:** Internet Surfing, facebook etc.

## DECLARATION:

I hereby inform you that all the statement made above is true the best of my knowledge and belief.

(AZEEM KHAN)