

CURRICULUM VITAE

NIZAM KHAN

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Career Objective:

I would like to find my self a part of fast growing, dynamic and a professionally managed organization. In addition, I am aiming for a career with challenging job profile revolving around all operation of the organization like planning and taking and decision-making.

SUMMARY OF SKILLS

- Dedicated and focused individual, determined to add value to the organization I work for, through my exceptional knowledge and learning ability.
- Ability to handle multiple tasks and thrive in a challenging, fast paced environment.
- Make an effective contribution to the performance of a team with good leadership and motivating capabilities.
- Technically possessing basic knowledge of MS Office, MS Word, MS Excel, Power Point.
- Multilingual with proficiency in English and Hindi

EXPERIENCE

Working Experience for 14 months with Cognizent Technology Solution as backend Process Executive.

WORK PROFILE

- * Allocation of work within team.
- * Send Email to the client.
- * Data updation in the assigned software.
- * Typing work.
- * Renewal and endorsement of insurance policies of Personal Insurance & Business Insurance.

EDUCATIONAL & PROFESSIONAL DEVELOPMENT

B. Com. From Delhi University with 1st Division in 2016.

School of Open Learning, University of Delhi, Delhi.

Class XIIth with 1st Division in 2012

C.B.S.E Board, Delhi.

Class Xth with 1st Division in 2010

C.B.S.E Board, Delhi.

PERSONAL DETAILS

Father's Name : Mr. Akhtar Khan

Date of Birth : 2nd February, 1995

Nationality : Indian

Marital Status : Unmarried

Hobbies : Music, Playing Cricket

Date:

Place :

(NIZAM KHAN)