

Mohit khan

Address :

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Contact

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OBJECTIVE:

“Looking for a career where I can develop my skills with my hard work and versatility.”

ACADEMIC QUALIFICATION:

- **B.A** Passed from **Shobit University** in the year of 2016.
- **Intermediate** from **NIOS Board** in the year of 2012.
- **High school** from **NIOS Board** in the year of 2010.

HOBBIES:

- Making Friend
- Reading book

EXTRA CURRICULAR ACTIVITIES:

- Become a prefect or Student Rep.

STRENGTH:

- Accept the task as a challenge.
- A self motivated, dedicated person with a positive attitude.
- Knowledge of V lookup pivot table MS Office.
- Knowledge of Accounting Software.
- I have Knowledge of Accounts Work.

WORK EXPERIENCE:

- **2 years worked as a Service Crew at Madras Restaurant Delhi.**
- **Duty and Responsibility.**
 - Welcome customers as they arrive at the order counter.
 - Provide menu to customers and suggest food item as they preference.
 - Take orders by punching them and repeat order to ensure accuracy.
 - Prepare order when needed by constantly and checking the order slip for accuracy.
 - Rotate stored food item to ensure freshness.
 - Discard any expired item immediately.
 - Ensure that order and food preparation counter is clean at all times.
 - Manage cleaning and maintenance activities.
 - Handle customers' complaints concern.

PERSONAL PROFILE:

Father name	:	Shakeel Ahmed
Date of Birth	:	13 th Feb 1989
Languages Known	:	Hindi & English
Gender	:	Male
Nationality	:	Indian
Religion	:	Muslim
Marital Status	:	Married

I hereby declare that all the given information is true to my knowledge.

Place: - Delhi

Date:

(Mohit Khan)
