

## TAHSEEL KHAN



### PERSONAL INFORMATION

#### **PERMANENT ADDRESS:**

Village Chirchita  
Post- Mukimpur  
Disst- Bulandshahr  
Uttarpradesh- 203001

#### **CONTACT ADDRESS:**

Village Asgarpur  
Sector-128  
Noida-201304  
Uttarpardesh

**PHONE :** +91-9891095402

**E-MAIL:** sahil.erac@gmail.com

**Gender:** Male

**Nationality:** Indian

**Date Of Birth:** 05/03/1980

**Marital Status:** Married

**Father's Name :** Baseer Khan

#### **Languages Known:**

Urdu.  
Hindi.  
English.

#### **Interests and Hobbies:**

Sports  
Listing Music  
Gaining Technical Knowledge

## RESUME

### **Career Objective**

To be an accomplished professional and use effectively all my skills to the best of my ability and intelligence and contribute to the growth of the organization. I will never be a liability to my company.

### **Work Experience**

#### **JAIPRAKASH ASSOCIATES Pvt. Ltd.**

Having more than 8 years of experience as technical client support in Facility management services.

### **Professional Qualifications**

- Maintaining SAP Module for stores and generate all MIS reports.
- Monthly consumption report, rejection report & maintain minimum order level through SAP entries.
- Supervising/Monitoring with feedback of electrical staff and coordination the daily activities of the electrical department.
- Managing timesheets and leave system of staff with proper entries.
- Carrying out inspections on all plant electrical equipment.
- Developing relationships with external suppliers.
- Material receipt from main stores & supply of material to the department i.e. civil, mechanical, electrical & plumbing.
- Total stores function, Receipt & Issue including Documentation of stores related work.
- Negotiating with clients to prepare project specifications.
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### **Professional skill**

- Handling SAP modules for store department.
- Technical client support for problem solving
- Electrical and other house hold support to clients.
- Procurement of item from store department and allocate them as per the requirement.
- CC TV installation and maintaining DVR , finding the location and communication with vendor.
- IT supports to back office with user support and technical help in hardware and networking.
- Guiding staff for the installation of electrical equipments and Air-conditioner.
- Maintaining Inventory Management system for stores.

### ***Operating Systems:***

Handling Hardware.  
working on MS-Office.  
Networking operation.  
Working on SAP software.  
Troubleshooting operating  
systems.

### ***Skill:***

Client Communication.  
Hardware & Networking.  
Multi-Tasking Work Skill.  
Air-Conditioning installation.  
Telecommunication Knowledge.

### **Academic Qualifications**

- Diploma in Electrical in 2009 through **JRN Rajasthan Vidyapeeth University.**
- Diploma in Computer in 2008 through **Techno Sphere Computer Education Center.**
- ITI in Electronics in 1999 through **Govt. I.T.I., Sahkari Nagar, Bulandshahr.**
- Diploma in Radio, Television Technology in 1998 through **National Institute Of Technology**
- Passed Inter Mediate From **GK Inter Coll Khera Dnagar. Aligarh. (UP Board)**
- Passed High School From **Jatpura Inters College Bulandshahr. (UP Board)**

### **Technical Knowledge**

Good theoretical and technical knowledge of:

- Troubleshooting of windows operating systems
- Managing SAP entries.
- Managing CCTV Camera systems.
- Managing FFTH network systems.
- Design LAN, Punching I/O laying cables.
- Configuring of network client workstation.
- Troubleshooting of LAN connectivity issues, software & Hardware.

**I hereby declare that all above mentioned information are true up to the best of my Knowledge.**

**TAHSEEL KHAN**