

**Mohd Saif Khan**

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## CAREER OBJECTIVE

With a brilliant professional record, I aspire to take a challenging assignment which provides me an opportunity to contribute my efforts and skills acquired over the years for the growth of the organization and self.

## SUMMARY OF QUALIFICATIONS

- Have Experience in **MS Office – MS Excel, MS Word, MS PowerPoint.**
- Have Experience in using **Outlook and MS Teams.**
- Have worked on Data Management **in Excel.**
- Have a Good communication Skill – **English and Hindi.**
- Have a Good typing Speed – **English and Hindi**

## TECHNICAL EXPERTISE

**Operating Systems** : Windows, Mac

**Typing Language** : English and Hindi

**Speaking Language** : English and Hindi

## WORK EXPERIENCE

- Worked as an **Solution Engineer(Band E2)** at **Saburi TLC Worldwide Services Pvt. Ltd.(17 months)**

## PROFESSIONAL EXPERIENCE as SOLUTION ENGINEER

- Take remote session of Desktop and solve customer queries.
- Fix issues what the client is facing.
- To sell software to client and manage Customer Relations
- Have executed Manual testing when required.

## STRENGTHS

- A good team player with strong communication, planning and problem-solving skills
- Ability to handle multiple projects and demonstrate initiative and adaptability
- Experience of working in pressured environment to strict deadlines
- Commitment, result oriented and interested to learn new technologies
- Good communication skill and typing speed in English and Hindi.

| ACADEMIC CREDENTIALS        |                                    |                    |            |
|-----------------------------|------------------------------------|--------------------|------------|
| Education/<br>Qualification | Name of the Institution/University | Year of<br>Passing | Percentage |
| B. TECH                     | GBTU, LUCKNOW                      | 2012               | 61.9%      |
| Intermediate                | U.P BOARD                          | 2006               | 61.7%      |
| High School                 | U.P BOARD                          | 2004               | 57%        |

#### PERSONAL INFORMATION

Date of Birth : 17<sup>th</sup> June  
 Gender : Male  
 Address : BTM Layout, Bangalore 560022  
 Languages Known : English, Hindi

Place : Bangalore

(MOHD SAIF KHAN)