# Mohd Saif Khan Email:[saifpresident.khan@gmail.com](mailto:saifpresident.khan@gmail.com) Mobile No: 7651827060

**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**

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| **TECHNICAL EXPERTISE** |  |
| **Operating Systems** | **:** Windows, Mac |
| **Typing Language**  **Speaking Language** | **:** English and Hindi  **:** 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.

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| **ACADEMIC CREDENTIALS** | | | |
| **Education/ Qualification** | **Name of the Institution/University** | **Year of Passing** | **Percentage** |
| Masters of Arts | CSJMU, Kanpur | 2014 | 54.84% |
| B. TECH | GBTU, LUCKNOW | 2012 | 61.9% |
| Intermediate | U.P BOARD | 2006 | 61.7% |
| High School | U.P BOARD | 2004 | 57% |

**PERSONAL INFORMATION**

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| Date of Birth | **:** 17th June |
| Gender | **:** Male |
| Address | **:** BTM Layout, Bangalore 560022 |
| Languages Known  **Place :** Bangalore | **:** English, Hindi |
|  | **(MOHD SAIF KHAN)** |