

Aman Khan
Civil Lines, Rampur U.P, INDIA
+916396388961
Amankhan456780@gmail.com

Nov 23, 2024

Mr. [Hiring Manager's Name]
XYZ Manager Position
XYZ Company Name, Inc.
XYZ Company Full Address

Dear Mr. [Hiring Manager's LastName],

Thank you for taking the time to review my resume. I am interested in the Coordinator position advertised on ABC. My resume is enclosed for your assessment. Given my related experience and excellent capabilities, I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

Your Requirements:

- * Responsible for evening operations in Student Center and other facilities, including managing registration, solving customer problems, dealing with risk management and emergencies, enforcement of department policies.
- * Assists with hiring, training, and management of staff. Coordinate statistics and inventory.
- * Experience in the supervision of student staff and strong interpersonal skills are also preferred.
- * Experience in college programming and management.

My Qualifications:

- *Register students for courses, design and manage program software, solve customer problems, enforce department policies, and serve as a contact for students, faculty, and staff.
- *Hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
- *Extensive experience in collegiate programming and management.
- *Excellent interpersonal and communication skills.

I hope you will find that I am qualified for the position you are trying to fill. Please let me know, If I can provide you with any further information on my background and qualifications. I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,

Aman Khan



AMAN KHAN

Graduate

Contact Me

- +916396388961
- Amankhan456780@gmail.com
- Civil Lines
Rampur U.P,INDIA

Other Info

Skills

Ms word, excel.

Languages

English, Hindi

Interest

Travelling

Others

knowledge of computer like typing.



About Me

- Hi My name is Aman khan. I live Rampur Uttar Pradesh INDIA.
- I have complete my bachelor's degree in Bachelor of Commerce honors (bcom honors) from Mohammad Ali Jauhar University Rampur Uttar Pradesh in 2022.
- English reading and writing fluent.
- I believe my strength I am hard working, flexible and self motivated.



Education

- 2016 - 2017 Jain Inter Collage Rampur | SSC (10th)
- 2017 - 2019 Jain Inter Collage Rampur | SSSC (12th)
- 2019 - 2022 Mohammad Ali Jauhar University Rampur Uttar Pradesh | Bachelor of commerce honors (bcom honors)
I have done my bachelor's degree in b.com honors from Mohammad Ali Jauhar University Rampur Uttar Pradesh.