

Noushad Khan

00966593111074

Jeddah

Career objective:

To get a Suitable position in a progressive organization and effectively absorb the job requirements and dynamically work towards the growth of the organization and self. This would enable me to orient my career on professional lines.

Educational qualification:

- ❖ 2004 -2006 MBA from ICFAI University
- ❖ 2000 -2003 Bachelor of Science from Calicut University
- ❖ 1998 -2000 Plus two from Farook higher secondary
- ❖ 1997 -1998 SSLC form CRHS Velimukku Malappuram.

Experience:

1. Presently working with Express Food Company as Operations Support Coordinator since 2011 to present.

Job description:

- ❖ Supporting recruitment process like deployment process.
 - ❖ Receiving new employees to the company and provide them all support like medical process, Orientation process.
 - ❖ Arrange them for Baladiya training
 - ❖ People monitoring during the Probation periods,
 - ❖ Solve employee grievance during their probation periods.
 - ❖ Retain the employees, grievance handling, conduct exit interviews and solve the employee's problems.
2. I have been worked with ADCB bank in Dubai as a Collection Officer in the years of 2008 – 2009

Job description:

- ❖ Calling credit card customers and inform them to make the payment.
3. I have been worked at Reliance Insurance Industries as a sales manager.



Contact



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Extracurricular activities:

- ❖ Took part in one-month compulsory social service scheme as
- ❖ part of my graduation at Calicut University.
- ❖ Participated in district and state level athletic champion ship and got certificates.

Strengths and weakness:

Dynamic with communication skill with an optimism towards life and proactive.

Hobbies and interest:

Listening music and reading magazines.

Computer proficiency:

MS Office, MS Project, Internet browsing.

Language known:

English, Hindi, Arabic.