

# 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.



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## 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.