

SABIR KHAN

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Objective:

To work in a challenging and fast paced environment, leveraging my current knowledge, with many learning opportunities. I have good communication and interpersonal skills, good work ethic and the ability to work well in a team or individual environment, also establish a career in the advancing field of computer and online business.

Experience:

Date Entry and Planning & Billing

1 Year working experience as a **Data Entry Operator**
3.5 Years as **Billing & Planning Executive**
in APS INFRA Engineers Pvt. Ltd. (Head Office) Sector-51, Noida, Uttar Pradesh - 201301

APS Infra Engineers Pvt. Ltd., Noida – Planning & Billing Executive, Dec/2019 – June/2023

- Preparation of sub-contractor bills (Vehicles).
- Preparation of work order for sub-contractors.
- Weekly work monitoring, coordinating with site.
- Preparation of requisition/indent and purchase order.
- Raising of Procurement Indents considering the lead time & follow up until delivery.
- Making summary on excel of Purchase and Work Orders, etc.
- Making/ Checking daily material receive report (excel).

Educational Qualification:

Degree/Course	College/School	Board/University	Year	Result
B.A.	Shivshankar Singh Mahavidyalaya	Veer Bahadur Singh Purvachal University	2017	Pass
Computer Course	Shibli National College	National Institute of Electronics & Information Technology	2015	Pass
Class XII	KIC Baghara Uchahuwan	Board of High School and Intermediate Education Uttar Pradesh	2013	Pass
Class X	Central Public School	Central Board of Secondary Education Board	2011	Pass

Computer Skills:

Web Technologies:	HTML
Windows Office:	Word, Power Point and Excel
OS:	Windows XP, Windows 7, Windows 8, Windows 10, Windows 11

Activities And Interests:

- Take keen interest in computer related activities.
- Fair knowledge and interest in computers.
- Proven ability to efficiently and precisely solve any problem at hand.
- Established capability to follow procedures and guidelines.
- Dependable and flexible character, with inexhaustible stamina for work.

Personal Information:

Father's Name:	Saiduz Zafar Khan
Mother's Name:	Hena Khanam
Date of Birth:	02 May 1996
Permanent Address:	356, Arazibagh, Millat Nagar, Azamgarh, Uttar Pradesh - 276001
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Languages:	English, Hindi