

# SADAB AHMAD KHAN

## Profile

To make a Sound position in corporate world and work enthusiastically in term to achieve goal of the organization, with devotion and hard work.

## Employment History

### Senior Asst Executive, Embee Software Pvt Ltd, Jamshedpur

#### Sep 2019 To till Date

Tata Communication (TC) intends to develop a safety watch for steel plant workers that will monitor the attendance, geo- location coordinates, health data, environment data and raise alerts in case of health and environment anomalies. Safety Watch / Wearable will be worn by each of their employees.

### Safety Wearable Project(TSL)

#### Sep 2019

- Delivered technical support to clients by offering solutions based on specific problems and concerns
- Liaised with clients to clarify business challenges and objectives to optimize performance of existing systems.
- Analyzed financial data, developed budget and managed expenditures for technology services.
- Provided company users with tech support for IT problems and account maintenance.
- Managed backup, user account and helpdesk systems

### Connected Workforce-TATA STEEL, (JAMSHEDPUR)

#### Sep 2020

- Zoning of the plant, identification of productive zones, non-productive zones and hazardous zones on the Plant map/Layout and mapping of contractor workmen (department /section/reader)
- Effective usage and benefit realization on contractor safety
- Allocation of tags to contract workmen as per the Active gate passes in CLM system
- Provide Site pre - requisite like power, safety approvals, work permits etc. for TCL to work
- Identify personnel who will respond to SMS and Alerts from the Contractor Workforce Tracking system
- Testing the solution, giving acceptance
- Effective usage and benefit realization on contractor safety Technical Expertise Maintaining the Beacon operation infrastructure.
- Managing Dashboard and workgroup infrastructure.
- Managing the mail client i.e. Outlook Express.
- Trouble Shooting Hardware & Software related problems.
- Installation & configuration of all software, patching, upgrading and maintenance of operating system.
- Maintains inventory for regularly used parts and places parts order upon Manager approval
- Maintained inventory of shipping materials and supplies.
- Documented and prepared reports RMAs returned for repair
- Reviewed weekly inventory charts, and recorded facility needs.

## Details

Mango, Jamshedpur, 832110

+91 9473238165

[sadabahmadkhan158@gmail.com](mailto:sadabahmadkhan158@gmail.com)

NATIONALITY

Indian

DATE OF BIRTH

20/01/1993

## Skills

Leadership Skills

Microsoft Excel

Microsoft Office

Communication Skills

## Languages

Hindi

English

## Education

**(Graduate) B. Com(H), Veer Kunwar Singh University**

2013

69 %

## Courses

**Training in DCA**

## Project Undertaken

**Tata Business Support service LTD Pvt Ltd, (2018)**

- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.
- Resolved customer inquiries, questions and concerns to consistently offer quality service and meet performance benchmarks.
- Presented existing and prospective customers with valuable service or product information to aid in decision-making.
- Enhanced productivity and customer service levels by anticipating needs and delivering outstanding support
- Prepared meeting notes on daily execution/highlight of the project and send out the reports to managements.

## Declaration:

I hereby declare that the information given above is genuine to the best of my knowledge & if you give an opportunity to work in your organization, I will put my best efforts.

Sadab Ahmad Khan