

# **CURRICULUM VITAE**

## ***TOUFEEQUE AHMAD KHAN***

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### ***OBJECTIVE***

To seeking a challenging career by copying a suitable position, utilizing my technical skills and experience to contribute towards the progress of organization at the same time has the prospect for professional growth and development my career.

### ***EDUCATIONAL QUALIFICATION***

- 10<sup>th</sup> Pass (UP BOARD)
- 12<sup>th</sup> Pass ( Higher Secondary Education from Utter Pradesh State Board)
- B.A from VBS PURVANCHAL University Jaunpur.
- M.A from VBS PURVANCHAL University Jaunpur.

### ***COMPUTER SKILLS***

- Basic Knowledge of Computer
- A.D.C.A (Advance diploma in computer application)
- D.T.P (Desktop publication)

### ***WORK EXPERIENCE***

- Working as pro. in Alriyah document clearing in Kingdom of Bahrain from 2008 to july 2020 .
- Gosi work for worker and bahraini
- Work visa for worker and renewal work visa.
- Salary updating worker and bahraini manually and computerized.
- handling and processing immigration work for worker.
- Passport handling and processing for worker.
- Monthly bank statement upadating.

## ***SKILLPROFILE***

- Excellent customer services skill.
- Hardworking team services skill.
- Have ability to work under pressure.

## ***HOBBIES***

- Watching & playing cricket
- Reading books
- Net surfing

## ***PERSONAL DETAILS***

- Father Name                      Abul Hasan
- Mother Name                    Tahira
- Date of Birth                      20/10/1980
- Nationality                        Indian
- Language                         English,Arbic,Hindi & Urdu

## ***PASSPORT DETAILS***

- Passport No                    : W0655020
- Place of Issue                   : Lucknow
- Date of Issue                    : **01/08/2022**
- Date of Expire                 : **31/07/2032**

## ***CONCLUSION & DECLARATION***

I hereby certify that the above mentioned Statements are correct & true to the best of my belief & knowledge.

Toufeeque Ahmad Khan