

CURRICULUM VITAE

VASEEM KHAN

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POST APPLIED FOR: GENERAL HELPER



CAREER OBJECTIVE:

I am looking for a position in a company where I enjoy work in the competitive and Dynamic environment to utilize my potential and skills to enhance the company business

PERSONAL DETAILS:

- Father's Name : Aslam Khan
- Date of Birth : 05/07/2003
- Nationality : Indian
- Sex : Male
- Marital Status : Single
- Religion : Muslim
- Languages Known : English, Hindi, Urdu
- Visa Status : Visit Visa

EDUCATIONAL QUALIFICATIONS:

- 12th Passed
- Basic Computer Knowledge
- 1 Year Diploma in Mechanic (NSQF) with Ministry of Skill Development and Entrepreneurship

PASSPORT DETAILS:

- Passport No : V2502817
- Issue Date : 16/08/2021
- Expiry Date : 15/08/2031
- Place of Issue : Jaipur

WORK EXPERIENCE:

- Worked as a **GENERAL HELPER** in **Rajasthan, India** for **02 years**.

PERSONAL STRENGTH :

- *Responsibility in Duty and Self Confident,*
- *Sincerity, Hard Work, Punctuality.*
- Carry supplies to work area
- Hands on experience in using office equipment and tools
- In depth knowledge of performing routine clerical tasks as and when required
- Willing to work any shift and as many hours per week as necessary
- Strong team player with an excellent sense of responsibility
- Dedicated employee who keeps a clean work area
- Greet customers as they enter into store and offer assistance.
- Provide advice on different products. & Assist customers in making decisions.
- Demonstrate product features to facilitate decision making.
- Close sales and assist customers through the payment procedure.
- Ensure that all product deliveries are made on time.
- Assisted customers in locating items in the store.
- Assisted in delegating responsibility to make sure that customer projects were done on time

DECLARATION I hereby declare that the Information mentioned above is true to the best of my Knowledge.

VASEEM KHAN