

HISSAN KHAN

Dubai, UAE

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WORK EXPERIENCE

- **Assistant Manager / Admin Executive, Cafe Coffee Day, Mumbai, India**(Jan 2004 to Dec 1969)
- **Billing Assistant / Admin, Belhoul European Hospital, Dubai, United Arab Emirates**(Dec 1969 to Dec 1969)
- **Team Developer, Bank Of America Continuum India, Mumbai, India**(Dec 1969 to Dec 1969)

EDUCATIONAL BACKGROUND

- **Periyar University, Salem, Bachelor of commerce, 2011, Accounts**

SKILLS

- **advance excel**
- **pivot table**
- **ms office**
- **administration**
- **vendor handling**
- **insurance portals**
- **pre approvals**
- **team handling**
- **reports handling**
- **training & development**
- **operation management**
- **team player**
- **quick learner**

PERSONAL BACKGROUND

- **Birthday:** - 1976-04-26