



OBJECTIVE

I am looking to work in a supportive and co-operative environment which provides me an opportunity to enhance my knowledge and skills that dynamically make towards growth of organization.

CONTACT

PHONE:
+971 563211816

EMAIL:
akkhan9533@gmail.com

EXPERIENCE

8 Years

NATIONALITY

Indian

LANGUAGES

English, Urdu & Hindi

ADDRESS

UAE

VISA – TOURIST

VALIDITY TILL 23-01-2021

ACTIVITIES AND INTERESTS

Surfing
Travel Great
food Cricket

MOHAMMED ABDUL KHALID

WORK EXPERIENCE

Team Leader

Hyderabad Duty Free, Rajeev Gandhi International Airport, India
2016–2020

Prepares team evaluation report with assistance from the Performance Analyst for submission to Supervisor and Sets benchmarks and targets for team members to achieve.

Administrator

Muffakam Jah College of Engineering & Technology, Hyderabad, India
2012–2016

Answer and direct phone calls, Organize and schedule meetings and appointments, maintain contact lists, Produce and distribute correspondence memos, Data Entry, letters, faxes and forms.

EDUCATION

Osmania University
Hyderabad, India

June 2012
Bachelor of Commerce

Board of Intermediate Education
Hyderabad, India

March 2009
Intermediate (C.E.C)

Board of Secondary Education
Hyderabad, India

March 2007
Secondary School Certificate

KEY SKILLS AND CHARACTERISTICS

- Budget Management
- Excellent listener
- Friendly, courteous, and service oriented
- Poised under pressure
- Quality Assurance
- Quick Learner