

## DILRAJ KHAN



### PERSONAL DETAILS

#### Telephone

+971 56 894 8119

#### E- Mail

dilrajplr@gmail.com

DOB :- 14/11/1982

GENDER:- MALE

NATIONALITY :- INDIAN

### Career Objective

Position requiring innovative challenging employment that will utilize my education and professional skills and other advancement opportunity.

### Education Qualification

Qualification	Board /University	Years of passing
PDC	Sree Narayana College, Punalur, Kollam	1998-2000
SSLC	Boys Higher Secondary Punalur, Kollam	1997-1998
Diploma Computer And Network Maintenance	Keltron IT Education	2005-2006

### Expertise

Operating System: Window-10,7/2000/XP/7/8/10/Vista/Linux/

MS DOS

Hardware Testing Tools: Multimeter,Cable Tester, Card Tester,

Soldering, Desoldering Cable and ADSL Modem Instalation and

Application Software: Photoshop, Adobe Reader, winrar,DVD

Word, Microsoft Excel, Power Power, Microsoft Access

### Working Experience

- Worked as field Engineer in Asianet Satelite Communication Ltd , Trivandrum
- Worked as Computer Technician in Keltron, Trivandrum
- Answering the telephone and dealing with incoming phone calls.
- Dealing with incoming and outgoing post.
- Provide excellent customer service
- Worked as Manager in Malabar Plaza Group of Hotels,Kochi (5 years)

. Sales and Marketing (Sports Hero's ) in 2 years, Ruwi ok center, Oman

### **Passport Details**

**Passport no:- L4748331**

**Place of issue:- TRIVANDRUM**

**Date of issue:- .7/10/2013**

**Date of Expiry:- 6/10/2023**

Visa Status:Visit Visa

### **Permanent Address**

**26 Building**

**Flat No: 4**

**Near Zoom Cargo,Al Karama**

**Dubai -UAE**

### **STRENGTH**

- Exchanging information with other company departments
- Ability to perform well under high pressure and against targets / dead lines
- Excellent inter personal communication skill and swift
- Believe in applying commonsense. Keen to keep things simple plain and effective
- Strong work ethic with willingness to take ownership and responsibility of multi task as required
- Can adapt with any sort of difficult situations

### **Summary of Skills**

- Ability to analyse and interpret factual information to solve straight forward problems.
- Ability to work to tight deadness and under pressure.
- Can work well individually or as part of a team.
- Explaining complex ideas clearly
- Typing and preparing reports
- Strong commitment to equal opportunity
- Planning employee events like leaving parties
- Never being put off by interruptions

### **Languages Known**

- English
- Hindi
- Malayalam
- Arabic
- Tamil
- Urdu

## **Declaration**

I do hereby declare that the above written particulars are true  
to the knowledge and belie

**DILRAJ KHAN**