



Amit Khan
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CAREER OBJECTIVE

Looking forward to contributing to the organizational growth with the help of extraordinary effort. Reliability and exactness have been my key skills, which have assisted me in the resourceful performance of my jobs.

CORE STRENGTHS

- Able to achieve administrative trust
- Strong communication skills both oral and written
- Expert to collect information and to keep accurate records
- Ability to maintain confidentiality
- Fine knowledge of management procedures
- Solid knowledge of computer including MS-Office and emails
- Able to understand and provide correct official information

WORK EXPERIENCE

- ❖ **Market Outside the box (MOTB) Event Supervisor, Burj Park 10 December 2021- 05th January 2022.**

Key Responsibilities:

- Completed Daily reports of incidents, safety violations, and repair requirements for stalls, property damage and / or theft.
- Handling communication between vendors and management.
- Assigning daily task to vendors and monitoring their performance.
- Assisting manager in daily operations activities.

- ❖ **AMERICAN COLLEGE OF DUBAI AUG 2013 UP TO JUNY 2021**

Location : AL GARHOUD
Position : ARCHIVE CLERK

JOB DESCRIPTION

- Solid knowledge of computer including MS-Office and emails
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- Able to understand and provide correct official information
 - Ensuring exact placement and proper condition of office equipments
 - Giving information related to files or records when necessary
 - Operating and maintaining office equipment's such as computer, typewriter, and printer
 - Assembling required departmental materials
 - Removing unwanted materials from department
 - Working closely with administrative manager and performing assigned duties.
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EDUCATIONAL BACKGROUND

Completed grade 12 from Shri Lal Bahadur Shastri School Jodhpur
Year Graduated: 2013

LANGUAGE PROFICIENCY

- Fluent in English and Hindi

PERSONAL DETAILS

Citizenship	:	India
Gender	:	Male
Date of Birth	:	19 th of February 1995
Civil Status	:	Single
Religion	:	Muslim
Passport No.	:	L3156051
Position	:	Archive Clerk

I hereby certify that the above information given by me are true and correct to the best of my knowledge.

Amit Khan