



SHAMSHAD KHAN

Mobile No. : +971-566477009 (UAE)

E-mail: shamshadkhan86@gmail.com

PERSONAL INFO:

DOB:

05-June-1987

Language:

Hindi, English, Rajasthani, Punjabi

Male.

Marital Status:

Married.

Nationality:

Indian.

Passport No.:

U0695819

OBJECTIVE

To be associated with an organization that provides career development opportunities as a teacher. I seek a position, where I can exhibit both my ability and caliber. With my experience in the field of education and perseverance if given an opportunity to perform, I will perform to the best of my ability and to put in my best. I possess a positive and effective teaching style with the willingness to work above and beyond the call of duty.

EXPERIENCE

Four Year Experience

Dainik Bhaskar as a Marketing at Sriganganagar (Raj.)

One Year Experience

Dainik Amber as a Store Manager at Jhunjhanu (Raj.)

One Year Experience

Vetex Company as a Data entry Operator at Churu (Raj.)

Three Year Experience

Shri Tegore Mahavidhyalya as a Account Assistant at Nagaur (Raj.)

Two Year Experience(May 2018 to Sept 2020)

Saudi & Kuwait Real Estate as a accountant cum office driver at Sharjah.(U.A.E)

Presently Working

26 Sep. 2020 to Till Date

Working in Al Tuhfah Al Memareyah Real Estate Company as a accountant cum office driver at Sharjah.

PERMANENT ADDRESS:

Al Nabaa Sharjah

Near Nazir Furniture House

Driving License No.

684962

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SKILLS HIGHLIGHT

- ❖ Internal trades knowledge
- ❖ Relevant qualifications
- ❖ Excellent management skills
- ❖ Excellent self organisation skills and ability to organise others
- ❖ Computer Fundamental
- ❖ MS office (any version)
- ❖ Tally

PERSONAL TRADES

Truthful, Compassionate and good nature
Attentive, Observant and accountable
Keen, with strong will power
Responsibility and hardworking.

DUTIES AND RESPONSIBILITIES.

- ❑ Handling all types of marketing advertisement related work.
- ❑ Create demand for space marketing
- ❑ Coordination with HO about administration related work.
- ❑ Explain sale promotional scheme to direct customers and franchises for advertisement booking agencies
- ❑ Interaction with direct walking customer & resolving their queries. Also involvement in the event management. .
- ❑ Arrange sort wise Construction for Dispatch.
- ❑ Maintaining party wise data for Balance Construction.

ACADEMIC QUALIFICATION

- ❑ B.Ed. From Maharaja Ganga Singh University, Bikaner (Rajasthan)
- ❑ B.Com From Maharaja Ganga Singh University, Bikaner (Rajasthan)
- ❑ Sr. Secondary From Board Of Secondary Education, Rajasthan
- ❑ Secondary From BSER, Ajmer (Rajasthan)

STRENGTHS:-

I am a healthy, tall, strong, well built, young and energetic person have a good experience in oil and gas industry. I am very flexible and ready to work day nights and weekends. a pc literate with very good command over English both written and oral. I am ready to relocate myself if needed and ready to start immediately.