***HUSSAIN KHAN***

**O B J E C T I V E**

Looking forward for an organization that will appreciate my contributions and reward my efforts, having a team of professionals and quality environment where my knowledge and experience can be shared and enriched.

**P E R S O N A L**

* D.O.B. 9TH June, 1988
* Nationality Indian
* Religion Islam
* Marital Status Married

**Experience**

* Working in **Petro Rabigh** as a **SAP Encoder** in **Saudi American Advanced Fabrics (SAAF)** and performing following tasks.
  + Working **as SAP ( System Application Product) Team Leader**
  + All the Transactions related to Production.
  + All the Transactions related to Quality ( Fabric Testing, Quality Clearing, Quality Issues )
  + Troubleshooting in the transactions.
  + Monthly Closings
  + Monthly Reports
* Worked as an **Electric Meter Installer** in **Saudi Electricity Company, Dammam**, for **8** months and Performed following tasks.
  + Installation of Meters.
  + Inspect and test Electric Meters, relays and power, to detect cause of malfunction and I inaccuracy using hand tools
  + Disconnects and removes Electric Power Meters, when defective.
  + Record Meter reading and Installation data on meter cards, work orders, or field service orders.
* Worked as **S.GM (Secretary of General Manager)** in **Slha-al Trading Est. Contracting Co**. for **15** months and Performed following Tasks.
* Prepare and Manage Correspondence, Reports and Documents
* Organize and Coordinate Meetings, conferences, travel arrangements
* Take, type and distribute minutes of meetings
* Implement and maintain office systems
* Maintain schedules and calendars.
* Arrange and confirm appointments
* Organize internal and external events
* Handle incoming mail and other material
* Set up and maintain filing systems
* Set up work procedures
* Collate information ,
* Maintain databases
* Communicate verbally and in writing to answer inquiries and provide information
* Liaison with internal and external contacts
* Worked as a **Team Leader Outbound Voice Process** in **MET- Life India, Pvt. Ltd** for **2** years.
* Worked as Receptionist **in Hotel Sun City Palace** for **1** year.
* Worked as Supervisor in **Maruti Suzuki** (Auto Mobile Co.) for **2** years.

**Education**

**Deg/Certificate Institute Session**

* **B.A** Lohiya College, Churru 2007

University of Bikaner

* **Undergraduate** Ajmer Board 2004

(PUC)

**I T S K I L L S**

* MS- Office
* MS- Windows
* Computer Software Diploma from Kota University , INDIA
* Browsing

**O T H E R S K I L L S**

* Can Manage Events.

**H O B B I E S**

* Reading Quran with Translation
* Reading Historic Books
* Photography
* Swimming
* Bird Watching

**P E R S O N A L T R A I T S**

* Organizing Capacity
* Self-motivated and able to take initiatives
* Able to adjust in different environments
* Able to work under pressure
* Studious and Confident
* Good communication skills

**Job Seeker First Name / CV No: 1836396**

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