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| New_logo  Contact HR Consultant for CV No: 2045568  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  **CURRICULUM VITAE**  **Mr. L.HABEEBULLA KHAN** |  |

**Resume objective: ­**

To obtain a progressive, challenging position to adapt quickly and effectively to different work environments and to perform to the best of my ability combined with integrity, sincerity, hard work and team spirit, and to utilize my experience and skills with dedication and commitment to be successful in my duties.

Qualifications:

* Bachelor Degree in Mathematics. (UAE attested)
* Secondary High School.

Technical skills:

* Diploma in computer application & knowledge in internet (DCA).
* Hardware and Networking.
* Typewriting in English High Speed - Speed Level (45wpm)

**PC Skills:**

Operating environment MS-OFFICE (MS Word, MS Excel, Power Point), Internet and Hardware & Networking.

Working Experiences :

(I) Pvt. School – Abu Dhabi (03-10-2015 to till)

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Mustafa Matriculation School – India (2012 to 2014)

**Lab Cum Office Assistant:**

* Highly proficient in handling laboratory management duties
* Knowledge of setting up, using and maintaining laboratory tools and equipment
* Assisted students understand their allotted experiments, draw inferences, calculate results and prepare statistics
* Advising students on performing experiments safely and as per the set protocols
* Identifying and replacing tools, and equipment unsafe for use
* Performing regular maintenance of the laboratory instruments
* Excellent clerical and data management abilities
* Brilliant communication, organizational, and management skills
* Ability to multi-task and handle several responsibilities simultaneously
* Excellent data interpretation and report making abilities

**(II) Swathy Smart Cards Pvt. Ltd.**

**Supervisor in the year 2010 to 2012**

* Handling the central government project work,
* Supervising and handling the 25 members in a team,
* Ability to solve the issues and quick to control the same
* To enter the all family members data in the system,
* Issuing the smart card to the public after finishing the work,
* Quality checking process with the data,
* Download and Upload the data.

**(III) Sapphire Jewellers – SHARJAH .**

**Sales Representative 2007 to 2009**

* Ability to communicate effectively with customers
* Excellent customer service skills
* Arranged products and maintained sales floor as per Company standards.
* Ability to perform multiple tasks
* Ability to understand the requirement and convince the customers.
* Prepare feedback on procedures and other issues to the Sales Manager.
* Develop clientele by maintaining client profile to send sales notification, thank you mails, and special offers.
* Explain polices, payment modes, payment services and repair services to the customers.
* Supervise the store and maintain reports.
* Maintaining the stock register and entered into the system,
* Maintaining the cash accounts, deposited and withdraw from Bank.

**(IV) Auroma Enterprises (Samsung India Electronics Pvt., Ltd.)**

**Asst. Incharger in the year (2004 to 2006)**

* 3 years experience with customer service and sales support.
* Managed the inventory of the company's marketing materials, brochures and product samples efficiently.
* Receiving and picking the bill from system and same has been sent to supplier,
* Stock maintaining and cross checking,
* Supervising the ware house stocks,
* Supervising the warehouse team

**Languages:**

* English (Advanced), Urdu (Native), Hindi (Advanced) , Tamil (Advanced)

Knowledge & Ability:

* Excellent communication skill.
* Sincere and Honest.
* Understanding and helpful nature.
* Strong verbal and written communication skills,
* Quick to absorb and utilize fresh idea new methods.
* Very good interactive & communication skills Urdu, English & Hindi.
* Willingness to work hard, Desire to learn.

Personal Profile:

Father’s name : A.H.Liaquathali khan

Sex : Male

Date of Birth : 01.04.1977

Marital Status : Married

Nationality : Indian

Religion : Muslim

Permanent Address : 4th cross, vandrapet, Pondicherry – 1, T.N.

Country : India

Passport Details:

Place of issue : Chennai - India

Date of Issue : 03.07.2013

Date of Expiry : 02.07.2023

**Declaration:-**

I hereby declare that all the above mentioned information are true to the best of my knowledge.

**Place:**   **Habeebulla khan**

**Date:**