

Abu Fazal Khan

✉ fazal_abu786@yahoo.com

☎ 8349094448

📍 Indore, India

🎂 1 December, 1997

PROFILE

Apply personal attributes and professional skill within organization that promotes growth and long-term carriers and work hard for good future of company and myself.

REFERENCES

Miss Saloni Badole

✉ salonibadole04@gmail.com

Senior secretarial assistant
EPFO Office Govt. of India

Aftab Ahamad Pathan

✉ pathanaftab23@gmail.com

Senior Biology Faculty
Motion Education Pvt. Ltd., Kota (RJ)

SKILLS

- Smart Working
- Strong Work Ethics
- Confidence
- Problem Solving
- Handling Pressure
- Computer Knowledge
- Motivated & Dedicated

EDUCATION

Diploma in Computer Application

Makhanlal University, Bhopal

2022

72%

Bachelors in Science

Government PG College, Khargone

2015 - 2018

65%

- Mathematics, Physics & Chemistry

XIith - MP State Board, Bhopal

2014 - 2015

78%

Xth - MP State Board, Bhopal

2012 - 2013

72%

EXPERIENCE

Administrative Assistant with 1+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.Sc. in Computer Science and expertise in Microsoft Excel.

ACHEIVEMENTS

- A grade certificate in java and C++ programming
- 1 CHSL Prelims and descriptive qualified
- 3 Time CGL Prelims qualified
- 1 Time CGL Mains qualified
- NTPC Mains qualified

LANGUAGES

English & Hindi

Declaration

I hereby that all the above information is to the best of my knowledge and testimonial will be present as when required.