

Curriculum vitae

NAME : - **Samir Khan.**
DEGREE : - **B-Com Hons.**
PHONE : - **7001610165 / 7074433875**
EMAIL : - **samirkhnon5@gmail.com**

Career objective

Seeking a position as a human resources intern with prospect where I can apply my HR knowledge derived from my degree and related internships in order to assist with HR procedures and to acquire comprehension of the HR modus operandi. Also seeking a position in banking sector in operation or admin department

Academic qualification

<u>Degree/exam</u>	<u>Name of institute</u>	<u>University</u>	<u>Year of passing</u>	<u>Score</u>
10 th	Guru Nanak Mission High SCHOOL ASANSOL	W.B.B.S.E	2005	49%
12 th	Dayanand Vidhyalaya	W.B.C.H.S.E	2007	55%
B-Com Hons	BB College Asansol	BURDWAN UNIVERSITY	2010	62%

Job Experience

Company	Post	Posting	Duration
Vodafone Idea Ltd	HR Coordinator	ROB Zone (Asansol)	1.5 yrs.
IndusInd Bank	Sales/Collection Agent	Asansol	2.7 yrs.
Vodafone South Ltd	Sales Promoter	Asansol	2 yrs.
Videocon Telecommunication Ltd	CSD Team Leader	Asansol	2.5Yrs.

Personal Details

Name	-	Samir Khan
Date of birth	-	01/10/1986
Gender	-	Male
Father's name	-	Md. Kalam Khan
Mother's name	-	Rajia Khatun.
Address	-	Purana Station, Mistiri Para, Asansol-713340
Mobile no	-	7001610165-7074433875
E-mail	-	samirkhnon5@gmail.com samirkhnon7@gmail.com

Additional qualification

6 Months Networking Course from Asansol Engineering College.

Computer skills

Basic of computer, MS OFFICE, EXCEL, POWER POINT, MS WORD & internet.

Interpersonal skills

- Proven ability to work well in a fast paced environment
- Able to take work independently
- Excellent organisational skills
- Detail orientated
- Strong interpersonal and communication skills

Hobbies

Bike Riding, Playing Football, Games etc.

I hereby notified that above information are true and authentic to the best of my knowledge and belief.

Date: - _____

Signature