***Curriculum vitae***

**SALMAN KHAN**

H.No 2-1-198,

Bokkalguda, Email id: salman.khan1791@gmail.com

Near Ayesha Masjid, Cell No: +91 9703313130

Adilabad.

Telangana State. (India)

**CAREER OBJECTIVE**:-

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me achieve personal as well as organizational goals.

**ACADEMIC QUALIFICATION:**-

* **B.Com Computer’s** from Vidyarthi Degree College, Adilabad.
* **Board Intermediate** from Vidyarthi Junior College, Adilabad.
* **SSC** From City Gems High school, Adilabad.

**TECHNICAL SKILLS**:-

* PC hardware, MS Office & Life Skills.
* Proficient with MS Office and using internet for research & official communication.
* Accounting Tally.
* Typing Speed 60 wpm.

**STRENGTHS**:-

* Hard Working.
* Self Motivated.
* Honest.
* Adaptability.
* Flexibility.
* Optimistic.
* Fast Decision Maker.

**EXPERIENCE:-**

* Worked as a Admin Assistant 3 years in Limra Computers Education, Adilabad.
* Worked as a Computer Operator 2 years in New Google Computers, Adilabad
* Worked as an Admin Assistant 7 years in Arrow Computers, Adilabad.

**DUTIES AND RESPONSIBILITIES**  
-Responsible for controlling all documentation related activities in a project.  
-Support and coordinates with discipline with administration and control.  
-Data Entry of in carry/dispatch/Updating Contracts/ Bill details  
-Preparation of Report through V Look up.  
-Control and maintain project Record of incoming project documents.

-Enter commands, using computer terminal, and activate controls on computer and peripheral equipment to integrate and operate equipment.

-Respond to program error messages by finding and correcting problems or terminating the program.

-Operate spreadsheet programs and other types of software to load and manipulate data and to produce reports.

-Read job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings.

* Others:
* **CASH MANAGEMENT**
* Knowledge in Cash Management, Prepare Annual Monthly rolling Cash forecast, analyzes variances, and takes corrective actions.

**PERSONAL DETAILS**:-

Name : **SALMAN KHAN**

Father : ZAMEER KHAN

Date of Birth : 23MARCH 1990

Gender : Male

Languages Known : English, Hindi and Telugu.

Marital Status : Single

Nationality : Indian.

**DECLARATION** :-

I have furnished the enter details about my academic career. This is true to my knowledge I assure.

**SALMAN KHAN**