

BIO-DATA

NAME : ISLAM KHAN

POSTAL ADDRESS : C/O SHIR NASIR KHAN
C-24,BHEL TOWNSHIP,
INDUSTRIALAREA,
JAGDISHPUR
DISTT:SULTANPUR (U.P.)

PERMANENT ADDRESS : VILL:-KALWARI
POST:TEHRA (HATHRAS)
DISTT:HATHRAS (U.P.)

DATE OF BIRTH : 06th December,1966

EXPERIENCE :

ASSISTANT GR.-I SINCE 01.11.1990, BHEL , A NAVRATNA PUBLIC SECTOR UNDER - TAKING ON CONTRACT BASIS

FUNCTIONAL EXPOSURE:

IN BHEL-IP , JAGDISHPUR , HANDLED FOLLOWING FUNCTIONS :

- * IN CHARGE OF MAINTENANCE AND UPGRADATION OF PERSONAL FILES AND RECORDS
- * HANDLING ATTENDANCE , PF, ESI RECORDS OF CONTRACT LABOUR AND CONTRACTORS
- * PREPARING AND SENDING PERIODIC MANPOWER INFORMATION REPORTS TO CORPORATE OFFICE
- * FILING VARIOUS STATUTORY REPORTS
- * MAINTAINING ACR (ANUUAL CONFIDENTIAL REPORTS) AND OTHER PROMOTION RELATED ACTIVITIES
- * KEEPING COUPON SALE RECORD OF CANTEEN
- * MAINTAINING ISO-9001,ISO-14001 AND OHSAS-18001 RECORDS
- * ADMINSTERING EMPLOYEES BENEFITS LIKE PERSONAL LOAN, INTEREST SUBSIT ON VEHICLE LOAN, TUITION FEES REIMBURSEMENT OF EMPLOYEES' WARDS, DEPENDENT DECLARATION OF EMPLOYEES, LTC/LTA RECORDS ETC.

COMPUTER EXPOSURE AND OTHER SKILLS

- * WORKING KNOWLEDGE OF MS ACCES, MS WORD, MSEXCEL, MS POWER POINT, INTERNET, FOXPRO,d-BASE,DOS, E-mail ETC.
- * WORKING KNOWLEDGE OF XEROX,FAX AND OTHER OFFICE EQUIPMENTS.
- * TYPING SPEED OF 50/MIN IN ENGLISH AND 35 IN HINDI

LANGUAGES KNOWS:

WRITTEN AND ORAL FLUENCE IN HINDI,ENGLISH

EDUCATIONAL QUALIFICATION:

SL.NO	EXAMINATION PASSED	UNIVERSITY/BAORD	YEAR OF PASSING	%AGE OF MARKS
1	HIGH SCHOOL	ALLAHABAD BOARD	1983	44%
2	INTERMEDIATE	ALLAHABAD BOARD	1985	44%
3	B.A.	AGRA UNIVERSITY	1989	44%

REFERENCE:

SH.P.S. GOUDA,SR.EXECUTIVE (HR),BHARAT HEAVY ELECTRICALS LIMITED,IP,JAGDISHPUR
CONTACT NO.(05361) - 270705
77214

E-mail Address: iskh_2004@yahoo.co.in

(ISLAM KHAN)

PLACE :

DATE :