**CURRICULUM VITAE**

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| **Meraj Khan****E-mail :****meraj6098@gmail.com****Address for Communication:**Room 09, Mumtaz Hostel, Aftab Hall, Aligarh Muslim University, Aligarh.**District**: Aligarh,**State:** Uttar Pradesh, India, 202002Mobile: +91-789-(778)-5088 +91-972-(111)-1226 Personal Data:

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| --- | --- |
| Father's Name: | Seraj Khan |
| Date of Birth: | 1ST January 1998 |
| Sex: | Male |
| Nationality: | Indian |
| Marital Status: | Un-Married |
| Religion: | Islam |
| Languages: | English, Hindi, French & Urdu |
| Hobbies: | Reading Books, Listening to Music, Curious about new things |
| Strengths: | Good communication, Skills, Hardworking, Sincere, Empathetic, Supportive, Punctual, Entrepreneurship. |
| Passport: | T1807668 |
| Driving License: | UP54-20130004813 |

 | ObjectiveTo become a thorough professional by dedicating and developing my knowledge and skills through work, to integrate and become an essential and dependable cog for my employer.Educational Qualification* Passed Bachelor in Foreign Language from **Aligarh Muslim University** in **French**.
* Passed **Intermediate** (Commerce) from **Aligarh Muslim University** Board in 2016.
* Advance Diploma in Computer Application from Data Expert in 2014 with A grade.
* Passed High School from C.B.S.E Board in 2013 with 7.6 CGPA.

Extra-Curricular Activities* Internship Coordinator at ZARF-19 (an annual college fest) Z.H.C.E.T, **Aligarh Muslim University.**
* Volunteer at ZARF-19 (an annual college fest) Z.H.C.E.T, **Aligarh Muslim University**
* Event Management at Filmsaaz-19, (A film club fest) at **Aligarh Muslim University.**
* Fundraiser at **Muskurahat** **Foundation** **Mumbai**.

Inter-Personal Skills* Public Speaking.
* Customer Relationship Management (CRM).
* Leadership.
* Public Relation.

Inter-Professional Skills* Writing reports
* Problem Solving
* Creative thinking skills
* Data Entry
* French Translator
* Logistics Management
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Experiences

* Internship trainee at ZARf-19, Aligarh Muslim University.
* Digital Marketing assistant in a Start-up-
	+ READ-ON-RENT

(Renting Books for the readers at low prices for those who weren’t able to afford the same)

Computer Proficiency

* MS PowerPoint
* MS Excel
* MS Word
* Tally

Key Skills

* Like to accept challenges.
* Ability to manage stress, time & people effectively
* Eager to learn new things.
* Hardworking, Punctual and determined flexibly
* Team work and Team Management.

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

* **If given a chance I shall leave no stone unturned to satisfy my superiors**

Date: 21TH September 2020

Place: ALIGARH Yours Faithfully,

 **(Meraj Khan)**