**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, 202002  Mobile: +91-789-(778)-5088  +91-972-(111)-1226   Personal Data:  |  |  | | --- | --- | | 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 | | Objective  To 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 |

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)**