**RESUME**

**ZAHID KHAN**

**ADD: - H.No-59\8, R-Type O. C. F Mandir.**

**MOB NO. : - +91-9598545949 Disst- Shahjahanpur (U.P.)**

**E-MAIL:-think.zahidkhan84@outlook.com PIN - 242001**

## CAREER OBJECTIVE

Aspiring to associate with Organization to make a strong contribution for achieving challenging growth along with personal growth that utilizes best of my educational background, knowledge & analytical skills.

## PROFESSIONAL QUALIFICATION

* **B.TECH** in **Mechanical Engineer** from **Bundelkhand University, Jhansi**
* **HSC** from **Kendriya** **Vidyalaya**, **Shahjahanpur**
* **SSC** from **Kendriya** **Vidyalaya**, **Shahjahanpur**

## CURRENT EMPLOYMENT

## 

## COSTER INDIA LTD. - GURUGRAM

**Designation** : Admin Executive . **Duration** : Mar 2016 to till date .

## REPORTING TO MANAGER RESPONSIBLE AT DEPARTMENT LEVEL

* Managing office supplies stock and placing orders
* Preparing regular financial and administrative reports
* Maintain and update Administrative of Company databases
* Strong organization skills with a problem solving attitude

## 

## TRAINING PROGRAMME

* + - 1. Safety
      2. 5’S
      3. Kaizen
      4. TPM

## COMPUTER PROFICIENCY

* Excellent knowledge of Computer

**STRENGTHS**

* Self Confident & Self Motivated.
* Skilled at taking initiative, leading & motivating the group.

* I believe in growth through continuous learning & application of knowledge.

**PERSONAL INFORMATION**

**Name** : Zahid khan **Father’s Name** : Mr. Aqeel Ahmad Khan **Date of birth** : 07-10-1991 **Nationality** : Indian **Marital status** : Unmarried **Languages** **Known** : Hindi & English

**I am sure that the synthesis of my technical knowledge and managerial aptitude with people orientation makes me suitable for the required position and would help me play a vital role in the growth of your esteemed organization.**

**ZAHID KHAN PLACE- GURGAON**