

ISHAQUE SULEMAN KHAN

Address :

**Raza Garden Apartment,
Wadala Road, Nasik
Maharashtra 422011**

Phone :

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Email :

✉: kishaq.sk@gmail.com

❖ ACADEMIC QUALIFICATIONS

M. Sc. (Computer Science)

**G.D. Sawant College,
Nashik**

University of Pune

July 2015

58.78%

B. Sc. (Computer Science)

**A.R.B. Garud College,
Shendurni**

NMU, Jalgaon

June 2011

72.50%

H.S.C

**Iqra Shaheen Junior College,
Jalgaon**

MSBSHSE, NASIK

June 2008

55.17%

S.S.C

**Navin Urdu High School,
Pachora**

MSBSHSE, NASIK

June-2006

68.58%

CAREER OBJECTIVES

Seeking a challenging position to utilize my skills, knowledge and abilities in the industry which offers professional growth and give me an opportunity to improve my knowledge and skills.

PROFESSIONAL EXPERIENCE

➤ **Executive**

Datamatics Global Services Ltd. Nasik

June 2012 - Mar 2015

Responsibilities and Achievements

- ❖ Responsible for proper project implantation.
- ❖ Organizing and performing quality checks and data processes according to database requirement.
- ❖ Effective co-ordination and follow-up with all support functions.
- ❖ Timely escalation of issues, if any, to Project Manager
- ❖ Maintaining Customer Communications on a regular basis.
- ❖ Provided telephonic and email support on services by assisting the clients.
- ❖ Have been a member of the core team responsible for the successful transition of projects to a new facility at Nasik.

➤ **Knowledge Associate Consultant**

Datamatics Global Services Ltd. Mumbai

Since April 2015

Responsibilities and Achievements

- ❖ Planning, Analyzing & Execution of Projects.
- ❖ Managing Multiple projects with Strict deadlines
- ❖ Training and development of resources.
- ❖ Maintaining up-to-date MIS Reports.
- ❖ Productivity and Process Improvement.
- ❖ Ensuring optimum utilization of resources.
- ❖ Responsible for discussing and finalizing research briefs.
- ❖ Designing and establishing new workflows, software tools for the new projects.
- ❖ Delivery of data within the stipulated TAT with the desired quality, consistently.

❖ PERSONAL INFORMATION

➤ Full Name :

Ishaque Suleman Khan

➤ Father's Name :

Suleman Bane Khan

➤ Date of Birth :

4th January 1991.

➤ Gender :

Male

➤ Nationality :

Indian

➤ Marital Status :

Married

➤ Languages Known :

English, Hindi, Marathi
Urdu and Arabic

❖ Skills

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Office
- HTML
- CSS
- Windows XP, 7, 10
- 40 WPM Typing Speed

❖ HOBBIES & INTERESTS

- Playing Cricket
- Listening music
- Social Networking

Place : Nasik.

Date : 24th Apr 2021

- ❖ Enhanced productivity by anticipating needs and delivering outstanding support.
- ❖ Developed & maintained long-lasting client relationships based on trust and understanding of business needs.
- ❖ Received appreciation from the Clients for delivering huge work volumes within extremely short deadlines with high accuracy resulting in considerable monetary benefits.

STRENGTH

- ❖ Good verbal and non-verbal communication skills
- ❖ Sharp decision making skills
- ❖ Good Interpersonal skills
- ❖ Respect to Customer's satisfaction
- ❖ Go-Get it attitude
- ❖ Identifying problems and Promoting Solutions
- ❖ Formulating strategies for handling challenges
- ❖ Good Team Player
- ❖ Quick Learner
- ❖ Critical thinking
- ❖ Adaptability
- ❖ Attention to details
- ❖ Readiness to invest efforts irrespective of barriers like location or shifts, etc.

Declaration

I hereby declare that all the information in this resume is true and correct to the best of my knowledge and belief.

Thank you