

CURRICULUM VITAE

AFSANA KHAN

H.No 10 Gandhi Gram Lakshman

Indra Nagar Lucknow (U.P)

Mobile-(+91) 6388205337,7388030185

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Career Objective:-

Looking for a challenging assignment where I can prove my ability, working knowledge a solving through my sincerity, dedication and my hard work that would give me an opportunity to grow my self in the institution.

Educational Qualification:-

- ✓ 10th from U.P Board,
- ✓ 12th from U.P Board,
- ✓ B.Com Passed From Jaunpur University

Work Experience:-

Duration Period	Designation	Place
June 2022 To Oct 2022	Office Admin	Spj Group Patanga Washing Powder Segment Lucknow
Responsibilities:-		
✓ Office Management		

Duration Period	Designation	Place
February 2021 To January 2022	MIS Executive	Treasure Vase Venture Pvt. Ltd. (Smart'E) Lucknow
Responsibilities:-		
✓ Loan Process ✓ Documentation Verified ✓ Vehicle Handover		

Duration Period	Designation	Place
December 2019 To February 2021	Executive	Blue Heaven Infra Development
Responsibilities:-		
✓ Customer Handling		

Duration Period	Designation	Place
June 2018 To November , 2019	Communication Officer	Lucknow Head office Dial 100
Responsibilities:-		

✓ Call Handling

Personal Profile:-

MS-Office, MS-Word, MS-Excel Tally

- ✓ I am always ready to give my best of efforts to the department concerned.
- ✓ I am always keen to have a proper customer relation directly.

✓ Father's Name	:	Mr. Irfan Khan
✓ Permanent Address	:	H.NO 10,Gandhi Gram Laxmanpuri
	:	Distt – Lucknow UP
✓ Sex	:	Female
✓ Marital Status	:	Single
✓ Religion	:	Muslim
✓ Nationality	:	Indian
✓ Language Known	:	Hindi & English
✓ Hobbies	:	Listening to Music

Declaration

I do hereby declare that all the above statements are true and correct to the best of my knowledge and belief.

Date:

Place:

Afsana Khan