

RESUME

TALEEB KHAN

ADDRESS: Rautpara, Jagdalpur (C.G.) Pin-494 001

Mobile No.: 7974586663

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CARRIER OBJECTIVES :-

To be associated with such an organization, where I can enhance and utilize my challenging and hardworking capabilities to full extent and which can provide me a way for learning professional excellence.

EDUCATIONAL QUALIFICATION :-

Sr. No.	Class	Board / University	Year of Passing	Division / percentage
1.	10 TH	CG Board, Raipur	2013	64%
2	12 TH	CG Board, Raipur	2015	74%

IT SKILLS :-

- ❖ Basic Computer Knowledge in Microsoft Word, Excel, Power Point.
- ❖ Typing - English / Hindi

WORK EXPERIENCE :-

4 year working is experience at Head Post Office, Jagdalpur

Currently working with Head Post Office, Jagdalpur

POINTS FOR SELF :-

- Self - motivated, co-operative, hardworking.
- Adaptable to any environment. Positive attitude.
- Updating knowledge.
- Innovative

PERSONAL DETAILS :-

Father Name : Lt. Mr. Irshad Khan
Gender : Male
Date of Birth : 15/07/1997
Marital States : Unmarried
Nationality : Indian
Religion : Muslim
Language Knowledge : Hindi & English

DECLARATION :-

I am self assured of my ability to work in team with commitment and dedication. I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place:

TALEEB KHAN