

**MD KHAN**

Bihar, Aurangabad

Contact No : 8409194216

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## Summary

Assistant Administrator with over 5 years' experience working in both the public and private sectors. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers.

## Education Details

DEGREE	PERCENTAGE	PASSING YEAR
SSC	64%	2006
HSC	48%	2008
Graduation	68%	2011
Post Graduation	72%	2014

## Preferred Location

Aliganj

## Experience

<b>1. Company Name:</b> ABV ROCK GROUP LTD	<b>Designation :</b> Assistant Administrator
<b>Skills :</b> Interpersonal Skills., Problem Solving., Customer Service Skills., Teamwork Skills., Adaptability., Leadership skills., Organization., Administrative skills., Documentation, Retail, Logistics, Staffing, Transportation, Administrative Support, Installation, Sales Operations, Computer Applications, Data Entry, Data Entry, Travel, Sales Experience, Warehouse, In-Store, Transport, Microsoft Word, Travel Arrangements, MS Excel	<b>Total Experience :</b> 4.0
<b>Period</b> 2017-07-13 to 2021-05-08	

## Additional Details

<b>Course Name:</b>	DOTNET
<b>Duration:</b>	3

**Language:** English  
**Proficiency:** Average

## Personal Details

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**Name:** MD KHAN

**DOB :** 1991-03-05

**Marital Status:** MARRIED

**Gender :** MALE

**Phy Challenged :** No

**Current Address:** VILL MILLAT COLONY WEST HASPURA AURANGABAD BIHAR , Aurangabad, Bihar, India

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