



## CURRICULUM VITAE

### CAREER OBJECTIVE

Looking for a challenging position that would give me an opportunity to contribute to the joint efforts of every one in organization in achieving its objectives and constantly updating my knowledge base.

### PERSONAL DATA

**NAME** : Farose Khan  
**FATHER'S NAME** : Mohamed Ali Jinna  
**DATE OF BIRTH** : 13/06/1987  
**SEX** : Male  
**NATIONALITY** : Indian  
**MARITAL STATUS** : Married  
**LANGUAGES KNOWN** : Urdu, Hindi, Tamil, English, Arabic

### PASSPORT DETAILS

Passport No. : N1832427  
Date of Issue : 04/11/2015  
Date of Expiry : 03/10/2025  
Place of Issue : Dubai  
Visa type : Visit visa  
Visa expire : 01/01/2020

### ACADEMIC PROFILE

H.sc (XIIth) in2005 from G.H.S. School, Tamil nadu, India.

### CERTIFICATION

Completed training in Ms Office 2003 from TANDEM institute, salmiya, Kuwait.

## KEY SKILLS

- Hardworking and determined
- Fast learner with multi-tasking capabilities
- Decision making

## COMPUTER SKILLS

- Operating Systems : Windows
- Databases : MS-Access, Excel,
- Packages : MS-Office
- Computer hardware & software's
- Oracle software

## PROFESSIONAL EXPERIENCE

### July2007 to April 2011

Worked as a **Store assistant** in Alpina Lebanon at jabriya, Kuwait.

#### Job Responsibility:

Keep records of items shipped, received, or transferred to another location.  
Find, sort, or move goods between different parts of the business.  
Responsible for all material handling racking and safety of warehouse assets.  
Load unloading the materials and making the packing, labeling..

### December2013 to November2017

Worked as a **Office boy cum security** in Al khaja holding, Hitachi, Al quoz, Dubai.

#### Job Responsibility:

Receiving phone calls and recording complaints in clients record in the system and forwarding calls to the staffs. Checking emails and reply. Making beverages for guest and staff.  
Preparing quotation, send (thru fax or email) and follow up the same then file for future references.  
Cooperate with secretaries, administrative assistants in performing their duties.  
Observed and reported all damaged area of building and grounds of supervisory staff.  
In charge of securing all point of entry. Maintains all building clean & clear.  
Maintains simple works of plumping & electrical work.

## CONTACT DETAILS

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