

Abuzaid Khan

Diploma in Mechanical Engineer

Personal Info

Phone

+917021506225

E-mail

zaidk2525@gmail.com

Skills

Complaint Resolution

Team Leading Ability

Work Under Pressure

Adapt things easily

Communication Skill

Punctual and Disciplined

Hobbies

- Travelling
- Playing Cricket
- Watching Movies
- Bike Riding

Languages

ENGLISH

HINDI

URDU

MARATHI

ARABIC

Hardworking and passionate job seeker with strong organizational skills. Eager to secure entry-level position.

Ready to help team and achieve company goals. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Experience

Zonal Head

A Unit Of Secundumforo Education Pvt Ltd / 09/2017 - Present

- Strengthened communication skills through regular interactions with others.
- To take counseling of student and parents and guide them.
- Handling & Managing all the branches [30+ Branches in over all india].
- Making Faculties Salary of thier lectures.
- To take interview of new faculty and arrange their lecture and check quality of lecture.
- Assisted with day-to-day operations, working efficiently and productively with all team members.
- Proven ability to learn quickly and adapt to new situations.
- Learned and adapted quickly to new technology and software applications.

Office Admin

Amazon.in / 08/2020 - 05/2021

- Worked as a Admin Assistant in Amazon [Bhiwandi ware house].
- Handling and Managing Employee data, Maintaining thier Shift and Over-time.
- Taking Interview of new joiners as a Ware House Associates.
- Handling Documents.
- Inspection of ware house at work place some times.

Education

SSC

N.E.S URDU HIGH SCHOOL
Raigad

Diploma in Mechanical Engineer

A.I. ABDUL RAZZAK KALSEKAR POLYTECHNIC / 04/2018
Navi Mumbai

Soft Skills

Microsoft Excel

Microsoft Word

Internet Browsing and Email hadndling

Certifications

Tharmal Engineering Program

Mumbai

Employee of the year

Mumbai

Most Consistent Branch Manager of the year

Mumbai

Declaration

I here by declare that all the details Provided above are true
to the best of my knowledge.