



MOHAMMED HAMEED KHAN

+974-71456139 | mohdhameedkhan570@gmail.com

Objective

Aspire to be a part of ever dynamic and progressive organization where I can continuously learn and contribute to the growth of the Academy and which would offer me innovativeness, challenges with a quality environment where my ideas and skills can be shared enriched and put maximum use of competence and gives me a chance to be a part of team that contributes towards the growth of organization.

Education

- **Govt Junior College For Boys** 2010
Intermediate
62%
- **Holy Town High School** 2008
S.S.C
65%

Experience

- **IMMIGRATION COUNSELLOR** 2024 -
HR Assistant
 - Adhere to Legal Standards.
 - Client Consultation: Meet with clients to understand their immigration needs and goals.
 - Documentation Assistance: Help clients prepare and organize necessary documents for visa applications.
 - Application Guidance: Provide step-by-step guidance on filling out visa applications and submitting them.
 - Legal Advice: Offer legal advice on immigration matters and potential challenges.
 - Follow-Up: Keep clients informed about the status of their applications and assist with any follow-up actions required.
- **Airtel Telecom Services** 2021 - 2024
Sales Associate
 - Handling all commercial transactions like sales of Recharge Coupons, New Postpaid/Prepaid.
 - Connections & Other Value Added Services.
 - Preparing Master Sheets of all Metro Stores including all Walk-in Data of Customers.
 - Specialised in Handling Customer's Complaints and retaining the clients.
 - Training/Mentoring new joiners.
 - Responsible for new sim issuance (Prepaid & postpaid) and also the sim registration to Indian refugees.
 - Achieving Monthly Sales Targets.
 - To provide accurate information to the customers about their queries.
- **PAI Electronics** 2017 - 2020
Sales Executive
 - Installation: Set up electronic systems and devices.
 - Calibration: Align and calibrate cables and wiring.
 - Monitoring: Monitor and report project progress.
 - Troubleshooting: Identify and repair malfunctions in circuitry.
 - Technical Comprehension: Read and understand complex manuals and diagrams.
 - Testing and Commissioning: Conduct tests to ensure proper functioning of electrical and electronic components.
 - Documentation: Maintain accurate records of installations, repairs, and maintenance.
 - Collaboration: Work closely with other team members and engineers.
 - Emergency Response: Be prepared to troubleshoot and repair systems during power outages.
 - Continuous Learning: Stay updated on industry trends and new technologies.

Skills

- Well versed in working with MS Office, Ms Excel with advanced Excel tools.
- Typing Lower grade with Typing Speed(40WPM)

PERSONAL STRENGTH

- Hardworking Quick Learning Sincerity Self Motivate Ready To Face Challenging Tasks.
- Responsible and dedicated, can be relied on to deliver required job.
- Quick learner, Ability to adapt to different working environment.

LANGUAGES KNOWN

- English
- Hindi
- Urdu
- Basic Arabic

Personal Details

- Date of Birth : 29/12/1992
- Marital Status : Single
- Nationality : INDIAN
- Passport : B7774291
- Gender : Male

DECLARATION

- Hence by considering the above facts I request you to kind enough to give me an opportunity to serve in your esteemed organization you may best service and co-operation at all time.

Place: (MOHAMMED HAMEED KHAN)

Date: