**MUSTAQ FIZUR KHAN**

S/O Mr Jul Haque Khan J/5-6 Taratala C P T Colony Kolkata 700088

8777268535 / 8420548470

[Mustaqkhan9088@gmail.com](mailto:Mustaqkhan9088@gmail.com)

**Career Objective**:

To work as an office administrator where I can utilise my experience and recently acquired knowledge. I would also like to further my professional development while working.

**Qualifications:**

Certificate of Madhyamic in 2005

Certificate of higher secondary in 2009

Certificate of bachelor degree in 2013

**Relevant Skills:**

Computer skills- Word processing, Excel, Power Point,Internate

Effective communication skills- oral and written



Equally effective working alone as well as within a team environment

Excellent customer service focus

An ability to learn new tasks and information quickly

Diplomatic and professional when dealing with challenging customers

**Employment History:**

***2 Years Experience as a Back office Executive Cum Team Leader in BPO CONVERGENCE (Airtel Activation Process)***

**Responsibilities:**

AUDIT

CAF PROCESS

ACTIVATION

TEAM HANDALING

TRAINING TO THE NEW JONIEE

 SYSTEM PROCESS

***4 years working As a Back office Executive cum Project Manager in 3G ZONE (AIRTEL ACTIVATION PROCESS)***

**Responsibilities:**

CUSTOMER SERVICE

AUDIT

DOCUMENTATION

ACTIVATION

MAKE AV REPORTS

TEAM HANDALING

 PROVIDE TRAINING FOR THE NEW JONIE

 MAKE SALES REPORTS

 RESOLVE THE ESCALATION

***Still Working Project Manager in 3G ZONE (CENTURY PLYWOOD PROCESS)***

**Training Courses/ Education:**

Certificate of Computer applications

 Diploma in Desktop Media Publication

Certificate of Tally



**Interests/Community Activities:**

Swimming

Workout



Place : KOLKATA

Date :

MUSTAQ FIZUR KHAN