

CURRICULUM VITAE



Name : **MANSUR KHAN K**

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Address : Fujairah Tower,
FUJAIRAH - UAE

Date of Birth & Nationality : 30th Aug, 1989, Indian

Language : English, Hindi, Tamil, Urdu

Visa Status : Tourist Visa

Qualification : Grade 10 - Mar 2005 Scored 69%
Grade 12 - Mar 2007 Scored 72%
Bachelor Degree discontinued

Computer skills : Diploma in Computer Applications
Computer Hardware Maintenance & Servicing
MS Word, Excel & Tally ERP

Position interested : **Retail Salesman, Cashier, Any Suitable Job**

Work Experience:

1. S.S.COMPUTER SERVICE - Retail Salesman & Cashier (May 2010 - Jun 2015)

Retail Salesman & Cashier:

- Showroom Sales of Desktop computer systems, Laptops, Accessories and spares
- Selling Mobile phones and accessories and spares
- Arranging of stock and displays, inventory control
- Cashier responsibility and Invoicing

Customer Service & support:

- Communicated with customers to resolve System complaints by identifying issues
- Provide technical assistance for hardware and software.
- Operating Systems installation, Loading programs, software, and drivers
- Trained new technicians on procedures and their job functions within the department.

2. **SANJANA SYSTEMS**, Salem - Data Entry Operator (Feb 2016 - Nov 2021)

- Insert customer and account data by inputting text based and numerical information from source documents
- Compile, verify accuracy and sort information according to the company requirement
- Review data for deficiencies or errors, correct any incompatibilities
- Research and obtain further information for incomplete documents
- Generate reports, scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions.

I hereby declare that all the information furnished above is true to the best of my belief.

Yours truthfully,

Mansur Khan