

SHAUKIN KHAN KHICHI

Sujangarh-331507 (Rajasthan)

Ph. +91-9664063524

Shaukinkha366@gmail.com**Objective:**

To get a growth oriented position in a reputed organization where my skills can be utilized for improvement and success of the organization.

Previous Experience :**Company** : Karani Hardware & Solution, Rajasthan, India**Position** : Office Assistance**Time Period** : July 2014 to March 2022

- Greet visitors in a professional manner.
- Provide visitors with information and direct them accordingly.
- Answer phone calls and direct callers to the appropriate party.
- Process, sort, and route incoming and outgoing mail.
- Monitor and manage inventory of office supplies; order and distribute office supplies as necessary.
- Coordinate and schedule appointments and meetings.
- Perform other administrative support tasks, including updating and sorting files, drafting and proofreading correspondence, and conducting research.
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment.

Company : Automobile Workshop, Sujangarh, Rajasthan**Position** : Purchaser Mechanical parts**Time Period** : Nov 2011 to June 2014

- Purchasing of Auto parts, Checking of Orders.
- Coordinate with Workshop Sr. purchaser to ensure proper requirement of materials.
- Review purchased request (PR) and purchased order from vendors.
- Check the quality of materials.
- Collect bills, Quotation, and maintain the records.

Education Qualification :

10th Standard passed from Rajasthan Board in the year 2009

Personal Details:

- Father's Name : Munshi Khichi
- Date of Birth : 17/04/1993
- Sex/Civil Status : Male/Married
- Nationality : Indian
- Language known : English(Professional),Arabic & Hindi

Driving Licence- **Indian (LMV)**

Passport Details:

- Passport No. : V5460258
- Place of Issue : **Jaipur, Rajasthan**
- Date of Issue : 16/12/2021
- Date of Expire : 15/12/2031

"ECNR Passport Holder"

Declaration:

I hereby declare that all the information mentioned above is true to my knowledge and I bear the responsibility for the above mentioned particular.

Place:

Yours Sincerely

Date :

(SHAUKIN KHAN KHICHI)