

FAHID TK



CONTACT ADDRESS

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PERSONAL PROFILE

Date of Birth : 02-07-1998
Place of Birth : Kerala, India
Sex : Male
Civil Status : Single
Nationality : Indian
Religion : Islam

PASSPORT DETAILS

Passport No. : S0229314
Date of Issue : 14/03/2018
Date of Expiry : 13/03/2028
Place of Issue : Kozhikode, India

LANGUAGES

English
Hindi
Malayalam

HOBBIES

Travelling
Reading
Writing
Watching movie
Play football
Internet Surfing

REFERENCES

Available upon request

CAREER OBJECTIVE

- Always seeking, innovative and challenging career in the professionally managed and dynamic organization, which provides the best opportunities for the development and greater responsibilities to contribute towards organization.

EDUCATIONAL QUALIFICATION

- **SSLC** - Secondary School Leaving Certificate Padathukadavu High School - Kutiady
- **PLUS TWO** - Holy family Higher secondary School Padthukadavu - kutiady
- **BCOM** - Bachelor of commerce With computer application Ideal College – Kutiady

WORK EXPERIENCE

- Worked 1 Year as a Office Administrator in Honda Motors at Perambra, Kutiady, Kerala

DUTIES & RESPONSIBILITIES

- Administering whole office routine, taking care of day to day activities accomplishing all documents in perfection and keeping the office lively and active.
- Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
- Collect and compile statistical and other information for inclusion into special and periodic reports.

COMPUTER PROFICIENCY

- Ms Word, Excel

TYPING SKILLS

- Typing English - 50w/m

STRENGTH

- Having good observation and analytical skill
- Quick learner and a team player
- Enthusiastic, eager to learn. Always has a positive attitude
- Comprehensive Problem solving abilities
- Punctual, self-motivated and dedicated to the job
- Hardworking, Self-Confident & responsible

DECLARATION

- I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

FAHID TK