

TASLEEM KHAN

33802872 tasleem.delhi@gmail.com

**Valid ID
Transferable Visa/NOC**

Experienced Manager with 20+ years of experience in the field. Successfully managed teams and exceeded revenue targets. Proficient in developing effective purchase strategies, building strong client relationships, and managing complex projects. Accomplished significant growth in revenue. Seeking to utilize my skills to drive sales success my constant endeavor is to give in my best coupled with a positive bent of mind in whatever responsibility /job I undertake. This would not only be beneficial for the organization I chose to work for but would also help me in harnessing my potentials – developing communicative competence.

PRESENTLY WITH

SHIB DASS METALS PVT. LTD...

Shib Dass Metals Pvt. Ltd. is one of the leader in stainless steel industry for supply of steel pipes, sheets & fittings.

Span: April 2002 to till October 2023

Designation: Manager

- Assists other supervisors and/or Plant Manager in the overall operation of the facility
- Provide administrative assistance for organizational foundation management and other staff
- Monitor and manage the daily work flow in the administrative assistant function
- Create, improve, write down and execute policies procedures
- Provide basic clerical assistance including faxing documents and assisting with mail-outs
- Manages workflow within the office to support warehouse workload and performance

PAST EXPERIENCE

Company: RAJENDRA MECHANICAL & WELDING WORKS

Rajendra mechanical & welding works is a leading company in manufacturing sugar mill boilers,

Span: Jan 2000 – March 2002

Designation: supervisor

Company: VIJENDRA GAS AGENCY

Vijendra gas agency is a domestic gas supplier

Span : March 1998 to December1999

Designation: supervisor

EDUCATIONAL BACKGROUND

Course: B.A FROM C.C.S UNIVERSITY, MEERUT in the year 2001.

Course: Higher Secondary (XII) from U.P BOARD in the year 1996

Course: X from U.P BOARD in the year 1994.

TECHNICAL ABILITY

- Basic knowledge of computer, MS WORD, MS EXCEL, sending & receiving emails.

SKILLS

- Highly organized with strong attention to detail and ability to meet a tight deadline
- Ability to quickly learn new tools and technologies. Ability to communicate and coordinate with a diverse range of people and job functions
- Proactive with an ability to prioritise whilst having a strong attention to detail
- Knowledge of and ability to operate a computer with proficiency in Microsoft Office suite
- Strong interpersonal skills and strong ability to work collaboratively with teammates and clients
- Excellent written and verbal communication skills; highly refined ability to use discretion with regard to confidential information
- Excellent interpersonal skills; ability to get along with diverse personalities; exhibits tact, professional attitude, maturity and flexibility
- Values efficiency and works quickly; pro-active, highly organized, and fastidious in attending to detail and completing tasks on time

Name : TASLEEM KHAN.
Father's Name : Late AMEER AHMAD KHAN
Address : 1150/51, Gali Samosan, Farash Khana
Delhi – 110006

Phone No. 9582550533

E-Mail tasleem.delhi@gmail.com

Date of Birth : 23rd JULY 1978

Marital Status Married & having 2 Children

Languages Known: English, Hindi & Urdu

Driving License : Indian driving license no T-2526 issued @ UP Meerut valid until 2024