

PATAN AFROZ KHAN

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CAREER OBJECTIVE

To achieve a tremendous position in a professional organization, where I can enhance my tactics to kick start my skills and strengths in line with the stated mission and goal of the company through hard work and commitment at all levels.

EDUCATION/ CERTIFICATIONS/ ACCOMPLISHMENTS

➤ **B.COM COMPUTERS**

Vikas Degree College, Kadapa. Andhra Pradesh.

EXPERIENCE:

JUTURU DIGITALS

(Apr-2018 to Nov-2019)

- 1) Receive payments in the form of cash, credit cards, debit cards, or other electronic payment methods.
- 2) Handle product returns and exchanges, processing refunds or issuing store credits.
- 3) Ensure that all transactions are processed accurately, and the correct change is given.
- 4) Provide customers with accurate and detailed receipts for their purchases.
- 5) Maintain an accurate cash drawer by balancing it at the beginning and end of the shift.

DRIVING (KUWAIT)

(Feb-2020 to Dec -2023)

- 1) Adhering to all local, state, and national traffic laws and regulations.
- 2) Following speed limits, traffic signals, and road signs.
- 3) Regularly checking and maintaining the vehicle (e.g., brakes, tires, lights, fluids) to ensure it is in safe working condition.
- 4) Using maps, GPS, or other navigation tools to reach destinations efficiently.
- 5) Carrying necessary emergency supplies (e.g., first aid kit, flashlight)

PERSONAL STRENGTHS:

- Team Player - Capable of working in a team, with people at all levels.

- Promoted to any environment.
- People Handling Skills.
- Good creativity, interpersonal and communication skill.
- Quick adaptability to new technologies.

TECHNICAL BACKGROUND/SKILL SET

- Knowledge in Computer Hardware and MS – Office.

SKILLS

- Positive Thinking
- Have very good dilemma in people orientation skill and a good orator.
- Strong problem resolving stamina and decision-making skills.
- Expertise in analytical skills.
- Ability to get along well with colleagues.
- Adaptability and Versatility.

PERSONAL INFORMATION

Date of Birth : 26.04.1999
 Father's Name : Mr. Patan Mahaboob Khan
 Nationality : Indian
 Languages known : English, Hindi and Telugu [Read, Write & Speak]
 Hobbies : Playing Indoor Games & Cricket; Reading Books.
 Permanent Address : # 7/64, Ravindra Nagar, Kadapa,
 Andhra Pradesh, India

PASSPORT DETAILS

Passport Number : **R4563599**
 Issue Date : 23/08/2017
 Expiry Date : 22/08/2027

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

Date:

(Patan Afroz Khan)