

# MOHD DANISH KHAN



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**Languages Known: -**  
English, Hindi & Urdu

**Personal Data:-**  
Father Name: Shakeel Khan  
Date of Birth: 15 Jan 1990  
Gender : Male  
Nationality : Indian

**Visa Status: -**  
Transferable Visa

**Correspondence Address: -**  
Rolla (SHARJAH)

**Permanent Address: -**  
ANGOOR WALI MASJID  
PEEPAL TOLA  
RAMPUR (U.P) 244901  
INDIA

## **OBJECTIVE**

Attention to detail and accomplishes work within deadlines provided strong analytical skills, identify issues and trends, provide solution and self-motivated, works independently, highly organized ability to manage multiple tasks & prioritize workload excellent verbal and written communication skills.

## **EXPERIENCE**

- **Worked with LARI EXCHANGE Aug/2021 to till.**

### **Job Description:**

As a Cashier/Customer Service Representative in Lari Exchange.

### **Key Responsibilities:**

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs & resolving concerns.
- Developed community reputation through commitment to customer satisfaction and Strong client relationships.
- Extensive understanding of fluctuations in currency valuations.
- Handle clients queries based on claim and provide resolution within stipulated time frame.
- Proactively identify the needs of potential customers and offer appropriate financial services & products.

- **Worked with UAEEXCHANGE Jan/2018 to July/2021**

### **Job Description:**

As a Cashier/Customer Service Representative in UAEEXCHANGE.

### **Key Responsibilities:**

- Serve customers by establishing rapport, building customer confidence, providing accurate information, and promoting product through point of successful sale.
- Responsible for solving customer complaints and providing information regarding product.
- Buys and sells foreign currencies according to daily international exchange rates.
- Executed customer transactions regarding cash, money orders and money exchange.
- Inform customers about foreign currency regulations, and compute transaction fees for currency exchanges.
- Extensive knowledge of principles and processes for providing customer and personal services.

- **Worked with Hindustan Aqua Limited July/2014 to Sept/2017**

### **Job Description:**

As an Accountant in Hindustan Aqua LTD.

### **Key Responsibilities:**

- A detail oriented professional with excellent knowledge of account possesses rich experience of 3+ years of experience in accounting principles.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Preparing and analyzing accounting records and financial statements reports.
- Compute taxes owed, ensuring compliance with payment, reporting and other tax requirements.

## **PROFESSIONAL SNAPSHOT**

**MBA(REGULAR) From Noida Institute of Engineering and Technology (Greater Noida) Approved by UPTU, LUCKNOW.**

## **ACADEMICS QUALIFICATION**

**B.COM from Hindu college (Moradabad) Approved by Mahatma Jyoti Pulley Rohilkhand University, BAREILLY.**

**12<sup>th</sup> from S.T Paul Senior Secondary School Approved by Central Board Secondary Education Board.**

**10<sup>th</sup> from East West Public School Approved by Central Board Secondary Education Board.**

## **DUAL SPECIALIZATION IN MBA**

- ⇒ FINANCE
- ⇒ MARKETING

## **PASSPORT DETAILS**

- ⇒ Passport No: Y1055075
- ⇒ Passport Date: 09/04/2024 TO 08/04/2034

## **SKILLS**

- ⇒ Excellent accounting skills
- ⇒ Strong communication skills
- ⇒ Strong leadership skills
- ⇒ Advanced computer skills

## **PROFESSIONAL STRENGTH**

- ⇒ Ability to deal with external and internal customer support in a professional manner.
- ⇒ Outstanding communication and interpersonal skills.
- ⇒ Excellent time management and organizational skills.
- ⇒ Persuasive, emphatic with good problem-solving skills.
- ⇒ Multi tasking skills and ability to work under pressure.
- ⇒ Quick learner, detail oriented and ability to adapt to new processes in limited time frame.

## **TECHNICAL INTERESTS**

- ⇒ Experienced one year diploma in Finance and Account for National Institute of Finance and Account from Moradabad.
- ⇒ Proficient knowledge with MS OFFICE (MS word, Excel and Power point).
- ⇒ Experienced one year computer software course.
- ⇒ Proficient knowledge of different operating system.
- ⇒ Excellent knowledge of Tally ERP.

## **EXTRA CURRICULUM ACTIVITIES**

- ⇒ Participate in the racing and stood first at school level.
- ⇒ Participate in Cultural Activity worked as a manage programs and team leading.

## **HOBBIES**

- ⇒ Team sports
- ⇒ Gardening

## **WEAKNESS**

- ⇒ Focusing on small details
- ⇒ Does not like conflict
- ⇒ Emotional

## **TRAINING AND PROJECT UNDERTAKEN**

- |     |             |   |  |
|-----|-------------|---|--|
| (1) | TRAINING    | - | RELIANCE LIFE INSURANCE LTD  |
|     | TOPIC       | - | <b>“A Complete Analysis of Reliance Life Insurance Policy”</b>   |
|     | DESCRIPTION | - | Doing quality checking of Life Insurance proposal form received from branches. Face to face interaction to the query analyzer. |
|     | PLACE       | - | Delhi (NCR)  |
| (2) | TRAINING    | - | BSNL LTD   |
|     | TOPIC       | - | <b>“Marketing &amp; Promotional Activity of BSNL”</b>  |
|     | DESCRIPTION | - | Marketing BSNL new connections and services to the customer for broad band & Sims.   |
|     | PLACE       | - | Delhi (NCR)  |

## **DECLARATION**

I hereby declare that the information in this document is accurate and true to the best of my knowledge.

Date :

Place :

(MOHD.DANISH KHAN)