



# JALILUDDIN KHAN

VILL: MOUKHALI. P.O: MAYAPUR. P.S: BUDGE  
BUDGE. DIST: SOUTH 24 PARGANAS. PIN: 743318  
STATE: WEST BENGAL.  
7003063843/8013094480  
jaliluddinkhan60@gmail.com MALE  
09/07/1991, BUDGE BUDGE MARRIED  
INDIAN

## Experience

**Data Entry Operator** 01/12/2018 - 23/12/2019  
**UNITECH PVT.LTD**

Accurately entered and maintained large volumes of data into the database, ensuring high levels of accuracy and attention to detail.

**Office Assistant CSR** 20/12/2021 - Present  
**GKB OPTICAL PVT.LTD** Kasba Industries

- Managed office communications, including answering phones and responding to emails, ensuring effective information flow.
- Performed clerical tasks such as data entry, filing, and document preparation and contributed to organized office management.
- Collaborated with team members to streamline processes and improve customer satisfaction metrics.

## Education

**Madhyamik Pass** 2008  
**West Bengal Board of Secondary Education**  
Score: 49%  
Division: Second(ii)

## References

Information available upon request

## Declaration

DECLARATION :

I do solemnly declare that information given above is all correct and complete to best of my knowledge. If anything found wrong at any stage my candidature will be cancelled.

(Jalil Uddin Khan)

Place: Budge Budge

Date:

Jaliluddin Khan

## Skills

### Computer Hardware Engineer

Progress bar: 40%

Completed course in Mahesh Tala George Telegraph Institute.

### Computer Basic Knowledge

Progress bar: 40%

Proficient in MS Office, Excel, PowerPoint, and Internet.

## Links

[Youtube](#)

[WhatsApp Business](#)

## Languages

### Bengali

Highly proficient

Progress bar: 100%

Reading, Writing and Talking

### English

Basic knowledge

Progress bar: 40%

Reading, Writing and Low Talking

### Hindi

Basic knowledge

Progress bar: 40%

Talking and Very Low Reading

## Interests

Books, Cricket, Football

