



JUNAID KHATRI

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113/I PLOT A/3 BUILDING, REGENCY AVENUE, LINKING ROAD EXT, NEAR
RAJHATHANI MASJID, SANTACRUZ (WEST) MUMBAI 400054.

OBJECTIVES

Highly motivated individual and a certified computer operator. I understand the difference between what is urgent and what is important. I always have my fingers on the pulse of everything that is going on around me, and am able to balance a heavy workload whilst managing and delegating employees and projects.

EXPERIENCE

7/2019 - Present

Junior Site Supervisor and Computer Operator

At **Presently working in Satoon Construction since last 1 year as a Supervisor.**

Inspecting construction sites regularly to identify and eliminate potential safety hazards. Supervising and instructing the construction team as well as subcontractors. Handling site accidents in accordance with established accident protocol. Maintaining an accurate record of construction employee attendance. Evaluating the performance of construction employees and instituting disciplinary measures as needed.

5/2018 - 7/2018

Cashier

At **The Craft Kitchen (zee channel)**

Provides a positive customer experience with fair, friendly, and courteous service. Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases. Resolves customer issues and answers questions. Bags purchases if needed. Processes return transactions. Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.

QUALIFICATIONS

6/2012 - 3/2013

SSC

From **Bandra Urdu High School**

6/2013 - 3/2014

HSC

From **L . S . Raheja College Arts and Commerce**

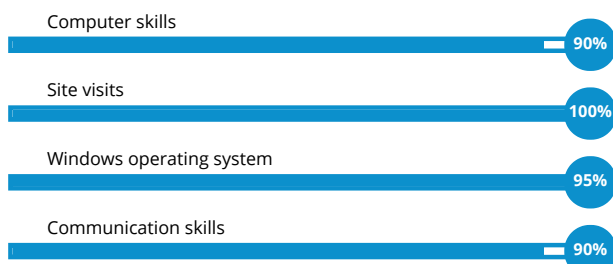
6/2019 - 10/2020

B. COM

From **L . S . Raheja College Arts and Commerce**

SKILLS

Technical Skills



Management Skills

- ✓ Have Good Grasping Power of New Technologies.
- ✓ On a personal level I am a high calibre individual who will bring something positive to every interaction.
- ✓ I never start or escalate negative situations but instead go out of my way to resolve and deescalate them.
- ✓ I can lead teams, set goals, delegate tasks, manage staff and report up and down the hierarchy chain.
- ✓ Like to creat good environment for others and my team
- ✓ Im a detail-oriented person

PROJECTS

9/2018 - 10/2018

Election purpose

- Made election card of newly adult people
- Made changes in the election card for the people, (if there is any changes to be made)
- Went to houses at Bandra, Mumbai to make people aware of making an election card and its importance

3/2019 - 4/2019

Bombay Paints

- Made Excel sheets for the company
- Did most of the Data entry work
- Computer skills were used

ACHIEVEMENTS

2/2019

Certified 3 month, MS.office computer course

From **AAA Foundation**

•In this course i learned all the basic to intermediate computer skills which further was improved and became my skill cum achievement, as it is my base for any field •Understood difference of technical and manual work, as this technical skill of mine made my work go fluently and efficiently

10/2017

Certified 3 months, English course

From **Times of India**

•Learnt basic to intermediate english communication and writing skills •Coming from urdu background, I did not stop myself from exploring and learning what i can do and achieve

LANGUAGES

☒ **ENGLISH**
Intermediate

☒ **Hindi**
Intermediate

☒ **Urdu**
Intermediate

☒ **Rajsthani**
Expert

INTERESTS

Civil/Construction Site works

Likes to communicate with
people oftenly

Computer (Ms Office, Word,
Excel, etc)

Likes to Travell and explore
Likes cricket matches

PERSONAL INFORMATION

Father's Name ABDUL JABBAR KHATRI

Nationality India

Marital Status Single

Date Of Birth 12/07/1996

Religion Muslim

REFERENCES

Shakoor Thim

Owner and CEO of SATOON CONSTRUCTION At SATOON CONSTRUCTION (LTC)

Email Address : latifthim@gmail.com

Contact Number : 9870007786

Shakeel Tanwar.

Construction Manager. At SATOON CONSTRUCTION (LTC)

Email Address : Tanwarshakeel1960@gmail.com

Contact Number : 8850573544

Naresh Asampelli

Office Admin At Bombay Painting

Email Address : nareshasampelli1234@gmail.com

Contact Number : 8080015531

PASSPORT DETAILS:

PASSPORT NO. : R1185704
DATE OF ISSUE : 19/06/2017
DATE OF EXP : 18/06/2027
PLACE OF ISSUE : MUMBAI

CONTACT INFO :

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