



Curriculum Vitae

Profile

Name : Kashish Khan
Date of Birth : 22/10/1993
Address: Lucknow
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Email : kashishmsk301@gmail.com
Nationality : Indian
Status : single
Passport No:
Passport expiry :

Education

Bachelor's : English and Economics (2011-2014), National P.G Lucknow
Diploma in computer application: 2014-2015
Masters : sociology (2019-2021), Lucknow University

Skills

Expertise in human society and social behavior.

Employees management

Committed to encouraging employees to maximize their full potential in achieving targets and outcomes.

Excellent interpersonal and communication skills, both written and verbal.

Manage incoming and outgoing correspondence, including emails and faxes.

Proficient with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

Behavior management

Research and planning

Excellent organizational and time management skills.

Assist in organizing and scheduling appointments, meetings, and events.

Maintain office filing systems, both electronic and physical.

Languages

Hindi : native
English : fluent

Hobbies

- Reading
- Cycling
- Yoga

Qualities

- Leadership
- Communication
- Teamwork
- Employee relations
- creative and proactive
- able to prioritize and make effective decisions.