



NISA TRAVEL AGENCY

An Overseas Recruitment Consultancy and Workforce Solution Provider
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Head Office: 317, 3rd Floor, South Ext Plaza 2, Leelaram Market, South Ext Part 2, New Delhi-110049, India.
Telephone: +91-11-26250464 / 41050464, **Mobile:** +91-9582119303 / 9958218855,
E-Mail: hello@nisatravels.com **For Applications:** jobs@nisatravels.com, www.nisatravels.com

JOB APPLICATION FORM

A	Application No.		Post Applied for	HOUSE BOY		
	Full Name	MOHD FAISAL KHAN				
	Father's Name	IRFAN KHAN		Mother's Name	QUSAR JAHAN	
	Religion	MUSLIM	Sex	M	Marital Status	SINGLE
	Date of Birth	05/06/1993	Age	30	Place of Birth	NEW DELHI , DELHI
	Passport No	P7859895		Date of Issue	16/02/2017	
	Place of Issue	DELHI		Date of Expiry	15/02/2027	
EDUCATION QUALIFICATION						
B	Name of Institute / University		Course		Duration	Passing Year
	1	NIOS DELHI		PLUS TWO		2016
	2	NIOS DELHI		SSLC		2012
	3	AL AMEEN INSTITUTE JAMIA NAGAR NEW DELHI		BASIC COMPUTER		3 MONTH
	4	AL AMEEN INSTITUTE JAMIA NAGAR NEW DELHI		TALLY		1 MONTH
WORK EXPERIENCE						
C	Name of Company / Hospital / Firm		Department / Designation		Experience	
	1	3 C CONSTRUCTION COMPANY IN NOIDA UP		DATA ENTRY OPERATOR		2018 TILL
	2	OVERTURE REDE IN DELHI		DATA ENTRY OPERATOR		2016-2018
	3	IDEACOUCH PVT.LTD IN DELHI		DATA ENTRY OPERATOR		2012-2015
	4					
LANGUAGES KNOWN						
D	Language		Read	Write	Speak	
	1	English	GOOD	GOOD	GOOD	
	2	Hindi	EXCELLENT	EXCELLENT	EXCELLENT	
	3	Arabic	POOR	POOR	POOR	
	4	Malayalam	POOR	POOR	POOR	
CONTACT INFORMATION						
E	Permanent Address		H.NO -67, GALI NO-10, NOOR NAGAR OKHLA,JAMIA, NAGAR DELHI			
			State	NEW DELHI	PIN code	110025
	E-mail ID					
	Mobile 1		8920319647	Mobile 2		9999838100
I DECLARE THAT ALL THE ABOVE INFORMATION ARE TRUE AND ACCURATE AND NO INFORMATION IS FALSE. I FURTHER ACCEPTS THE TERMS AND CONDITIONS OF NISA TRAVEL AGENCY.						
Date		Place		Sign		
				Liaised By		

CURRICULUM-VITAE

MOHD FAISAL KHAN

H.NO-67, GALI NO-10, NOOR NAGAR,
OKHLA, JAMIA NAGAR, DELHI,
PIN: 110025, DELHI, INDIA
MOB: 8920319647,9999838100

OBJECTIVE:

To reach the highest level of the career by continuously upgrading skill sets and require and growing with the company. Adapt quickly to any work with the basic philosophy of team work.

EDUCATION QUALIFICATION:

- 10th Passed from NIOS Delhi in 2012.
- 12th Passed from NIOS Delhi in 2016.

COMPUTER KNOWLEDGE:

- 03 Months Basic Computer Course from Al Ameen Institute JamiaNagar, New Delhi.
- 01 Month Computer Course (Tally Erp: 09) from Al Ameen Institute Jamia Nagar, New Delhi.

WORKING EXPERIENCE:

- Worked with **Idea Couch Pvt. Ltd.** in Delhi, India as a **Data Entry Operator** from-Feb-2012 to Mar-2015.
- Worked with **Overture Rede** in Delhi, India as a **Data Entry Operator** from-Feb-2016 to Apr-2018
- Worked with 3c Construction Company In Noida U.P As Data Entry Operator From Dec 2018 To Till
- > **work as a cashier in "Zahra restaurant and Cafe"**

JOB DESCRIPTION:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies

- Ensure proper use of office equipment and address any malfunctions

STRENGTH:

- Ability to work independently on variety of projects
- Strong analytical skills with ability to handle multiple tasks
- Ability to maintain and develop good relationship with customers
- Strong work ethic

PERSONAL DETAILS:

Father's Name	:	Irfan Khan
Mother's Name	:	QusarJahan
Sex	:	Male
Religion	:	Islam
Date of Birth	:	05/06/1993
Marital Status	:	Unmarried
Nationality	:	Indian
Language	:	Hindi & English.

PASSPORT DETAILS:

Passport No	:	P-7859895
Date of Issue	:	16/02/2017
Date of Expiry	:	15/02/2027
Place of Birth	:	New Delhi
Place of Issue	:	Delhi

Declaration: I hereby declare that the information I have given is true and correct to the best of my knowledge.

Date:-

Place: -

(MOHD FAISAL KHAN)

Corporate Office:
Overture Rede Private Limited
1209-1212, Best Sky Tower,
F-5, Netaji Subhash Place,
Delhi -110034
Ph:-91-11-45136055
Email: info@overturerede.com



EXPERIENCE & RELIEVING CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

Dated : 23/04/2018

This is to inform that **MOHD FAISAL KHAN** has been relieved from his responsibilities as **DATA ENTRY OPERATOR** effective 07/04/2018. It is further confirmed that he left the organization on his own accord on the basis of his resignation submitted to us.

He has served the organization from **12/02/2016** to **07/04/2018**. During his tenure his performance was found good to be satisfactory.

We wish him all the best for his future endeavors.

Best Regards,

For Overture Rede Private Limited

Authorized Signatory



OFFICE MANTRA

Cost effective | Quality | Training | IT Infrastructure Services | iGATEway | mailGate | DR-Cloud |
PrintSERV | LogonSERV | intraSERV | EMS | bakupSERV

AL-AMEEN

INSTITUTE OF INFORMATION TECHNOLOGY

The Council of Education and Training
of

Al-Ameen

hereby awards this.

Certificate

in
Financial Accounting Using Tally

to Mr/~~Ms~~ Mohd. Faisal Khan

He/~~She~~ having been placed in grade "A"

by the duly appointed Examiners during

the period 16-01-2017 to 17-02-2017

at the Okhla, New Delhi Centre.



Date 13.04.2017

N. Brode
CENTRE
MANAGER

Yona Kaid
CENTRE
INCHARGE



اعمال كوم
AAMAL COM

info@aamalcom-ksa.com

www.aamalcom-ksa.com

+966 11 401 4100

OFFER LETTER

Name: Mohd Faisal Khan

NATIONALITY: INDIAN

JOB: Data entry

QUANTITY: 11

WORKING HOURS: 8/10 hours 6 days a week

SALARY: 1,400.00/- Saudi Riyals Only

FOOD: 200.00/- Saudi Riyals Only

ACCOMMODATION: Provided by the company

TRANSPORTATION: Provided by the company

Note: The Test program which is henceforth attached, The candidate should have to pass with all the Necessary requirement which was prescribed accordingly.

MOHAMMEDALDASEM
GENERAL MANAGER



Employment Offer

Name : MOHAMED FAISAL KHAN
Nationality : INDIAN
QID : NEW CANDIDATE (OVERSEAS)
Passport : P7859595

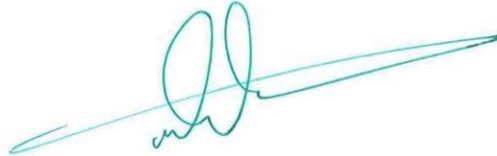
➤ Our company is pleased to present you with a job offer in accordance with the Details listed below:

- 1) Position : DATA ENTRY OPERATOR
- 2) Location : **Doha - Qatar**
- 3) Total Monthly salary : **QAR 1800/- (Only ONE THOUSAND EIGHT HUNDRED Qatari Riyal)**
 - Monthly Salary Details:
 - Basic : **QAR 1500/- (Only One Thousand Five Hundred Qatari Riyal)**
 - Housing : **Provided By Company**
 - Transportation : **Provided By Company**
 - Mobile : **Not Provided**
 - Food Allowances : **QAR 300/- (Only Three Hundred Qatari Riyal)**
- 4) Annual leave : **As per the labor law**

➤ **This offer is subject to:**

- 1) Obtaining the Resignation Acceptance letter from your last employer
- 2) Completing the COVID 19 Vaccination
- 3) Obtaining an employment permit from the relevant government authorities

➤ This offer is only valid for one week from the date listed above, we highly appreciate receiving your response as soon as possible.



HR & Administrative Services Director

I have reviewed this offer of employment and would like to:

1. Accept this offer

Expected Joining Date:

2. Decline this offer

Name: **Signature:** **Date:** / / 20

Ref. No. SBBPL/HR/2011-0546

Date: 15/03/2015

TO WHOM SOEVER IT MAY CONCERN

This is to certify that **Mr. MOHD FAISAL KHAN S/O Mr. IRFAN KHAN** is working with our organization as a **DATA ENTRY OPERATOR** from **05 FEB 2012 TO 07 MAR 2015**

During the tenure of his service with us, We found him to be honest working Punctual obedient employee. He bears a good moral character. His attendance was regular.

We wish him all the best in his future life.



ENHANCED BY Google

00:56

Online Typing Tutor :: Learn to Touch Type

WPM	54
CPM	266
Total Chars	200
Keys Errored	2
Mistakes	2
Accuracy	98.5%

Take Free Typing Speed Test...

Well Done!



Click above panel to start your online lesson. To restart or reset the lessons, just click again!

*Delete key has been disabled



FLASHCARDS
GENERATOR.COM



00:55

WPM	48
CPM	240
Total Chars	206
Keys Errored	2
Mistakes	2
Accuracy	97.1%

Online Typing Tutor :: Learn to Touch Type

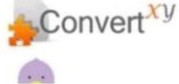
Take Free Typing Speed Test...

Well Done!



Click above panel to start your online lesson. To restart or reset the lessons, just click again!

*Delete key has been disabled



Improve Your Typing Skills

- Learn to type individual characters

00:55

WPM	48
CPM	240
Total Chars	206
Keys Errored	2
Mistakes	2
Accuracy	97.1%

Online Typing Tutor :: Learn to Touch Type

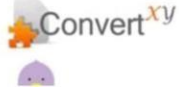
Take Free Typing Speed Test...

Well Done!



Click above panel to start your online lesson. To restart or reset the lessons, just click again!

*Delete key has been disabled



Improve Your Typing Skills

- Learn to type individual characters

00:52

WPM	48
CPM	242
Total Chars	210
Keys Errored	3
Mistakes	3
Accuracy	95.2%

Online Typing Tutor :: Learn to Touch Type

Take Free Typing Speed Test...

Well Done!



Click above panel to start your online lesson. To restart or reset the lessons, just click again!

*Delete key has been disabled



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