

Curriculum Vitae

AHMAD KHAN

OBJECTIVES:

I am interested to have a suitable position available in any esteemed organization and would like to be considered for it. To secure a position in a growing organization that would fully utilize my personal skills, while making a significant contribution to the success of the organization.



PERSONAL INFORMATION:

Cell No : +971 543436299
Email Address : ahmad.emirates.786@gmail.com
Date Birth : 03-04-1997
Passport No : MP4131612
Religion : Muslim
Address : Dubai, United Arab Emirates

ACADEMIC QUALIFICATION:

Certificate/Degree	Marks/CGPA	Session	Board/University
Matric	693/1050	2012/13	BISE Peshawar
Intermediate	774/1100	2014/15	BISE Peshawar
Diploma in Information Technology	1048/1400	2015	Board of Technical Education Peshawar
BS English (Language & Literature)	3.02/4.00	2016/20	International Islamic University Islamabad

WORK EXPERIENCE :

DESIGNATION	Exp Duration	ORGANIZATION	JOB RESPONSIBILITIES
Admin Assistant	6 Months	Prime Educational Academy	Official Duties
Customer Services	6 Months	Telenor Company	Customer Services
HR's Assistant	1 Year	Abaseen Institute of Professional Studies	HR's Assistant

PROFESSIONAL EXPERIENCE:

Designations: **Admin Assistant, Customer Services & Receptionist**

ROLE AND RESPONSIBILITIES:

- Provided assistance to customers in a very pleasant and friendly manner
- Informed customers about product discounts and promotions
- Handled dissatisfied customers in a polite and professional fashion
- Answered customer inquiries concerning services, products, billing etc
- Managed all the customers calls and E-mails
- Participated in business development program to support company's professional growth as well as to provide quality services to customers
- Extended a warm welcome to callers including parents, visitors, contractors
- Performed a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities, assist the administration in routine tasks and perform public relations of the school
- Organized, coordinated and scheduled a variety of office activities to assist the Administration with tasks, prepare and accurately maintain a variety of reports, records, and files relating to students, operations, and activities

■ ■ PROFESSIONAL COURSES:

■ ■ Computer Skills

- Microsoft Window
- Computer Hardware
- M.S Word
- M.S Excel
- InPage

■ ■ CORE SKILLS:

- Verbal & Written Communication
- Organizational skills
- Technological skills
- Customer service Skills
- Time management
- Prioritization
- Multitasking Capibility
- Leadership
- Conflict Resolution
- Teamwork

■ ■ LANGUAGE PROFICIENCY:

Language	Speak	Read	Write
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Urdu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pashto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arabic		<input type="checkbox"/>	<input type="checkbox"/>
Hindi	<input type="checkbox"/>		

■ ■ Hobbies:

- Reading
- Writing
- Listening
- Morning Walk
- Swimming
- Cooking

■ ■ Reference:

- Muhsin Shah
- Position: Teacher
- muhsin.shah@firstacademy.org.com
- +971-567134815

✚ I hereby confirm that the details and information given above are complete and true to the best of my knowledge.

Ahmad Khan