Kamran khan

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To pursue a challenging career in a dynamic and progressive organization by constant learning and hard work, and to work devotedly in an innovative environment to fulfill the organization and personal goals. I am looking for an opportunity that would help me to build up my skills and enjoy the growth of my career.

# Education History

## The University of Agriculture Pakistan, Peshawar

## Master of Business Administration (Finance) Febuary,2014

## CECOS University of IT & Emerging Science Pakistan, Peshawar

## Bachelor of commerce with specialization in IT (Finance) September,2011

## NWFP Board of Technical Education Pakistan, Peshawar

## Diploma in Commerce April, 2008

## Secondary School Certificate Pakistan, Malakand

## (Science) March,2006

# Training, Affiliations, Skills

* One year Diploma in Hotel Management
  + Management basis, Service industry, Accounting hospitality & Accommodation operation

**Accounting software**:

* Quick book & Peachtree
* MS Office Essentials
* Software & Hardware Installation
* Operating Systems, i.e. Windows 98,7, XP & VIS
* Printing, scanning, composing & Photostat machine operation.

# Relevant Experience

**Work with Sports corner Tawar Mall Branch**:

* **Sales Assistant (Sep 2019-Present)**

## Work with Q.sports (Voluntary) Qatar, Doha

## *As a team leader* Jan 2019 –Aug2019

* **work in Q.Sports it saline beach project as a rider**
* **Work in Q.Sports it katara in Palestinian project as a ticketing man**
* **Work in Q.Sports it katara basketball tournament as customer Relation officer**
* **Perform the duty of Assistant supervisor it Al-wakra stadium opening ceremony**
* **work in summer Entertainment city DOHA-2019**

**Worked in Ideal Trade & Developers (Zong Franchise) as Account Officer** Pakistan, Peshawar

*Account Officer* December2016-jun2018

* **Filling, Typing, Basic book-keeping, Handling mail and making phone calls**
* **Management of petty cash Transactions**
* **Ensuring all payments amount & record are accurate**
* **Preparation of statutory accounts**
* **Sending money through easy-peasy, mobicash & UBL-Omni**
* **Pay utility bills**
* **Deposit & withdraw cash In account**

## Worked in CRDO Pakistan W.F.P Project Pakistan, Peshawar

## *Admin Officer* Jan 2016- Aug 2016

* **Assisting the Program Manager**
* **Prepare daily expenses and budget utilization report**
* **Assist the Program Manager for achieving the daily mile stone**
* **Conduct daily meeting with different stake holder**
* **Deal with all enquiries in a professional and courteous**
* **Provide reports, as required, for house keeper and management**
* **All sort of correspondence with project donor**

**Worked in CRDO Pakistan W.F.P Project** Pakistan, Peshawar

*Admin Assistant* Oct 2013 – Jun 2015

* **Assisting the admin officer**
* **Keeping the reception area tidy**
* **Answering and forwarding phone calls**
* **Screening phone calls**
* **Deliver excellent customer service, at all times**
* **Manner, in person, on the telephone or via email**
* **Fulfill all reasonable request from guest to ensure their comfort, satisfaction and safety**
* **Conduct regular security checks throughout the day and report any security issue to line manager**
* **Report any maintenance issue immediately to line manager, including all furniture, sitting and Equipment**

**COMMUNICATION**

* **English:**  Fluent Written and Spoken
* **Urdu :**  Fluent Written and Spoken
* **Hindi :** Fluent Written and Spoken
* **Pashto :**  Fluent Written and Spoken
* **Arabic:** Basic