

MUHAMMAD SAJEEL KHAN

Address: House No# A-372, Sector 11-A, North Karachi, Karachi.

Contact: 0341-2980068

Email: Sajeelkhan110@gmail.com

LinkedIn: muhammad-sajeel-khan-a3b680148



PROFESSIONAL OBJECTIVE

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at workplace and to serve the organization with positive attitude and efficiency.

PROFESSIONAL AND ACADEMIC QUALIFICATION

S.no	Particulars	Institute/University	Year
1	Diploma of Associate Engineer (DAE)	Saifee Eid-e-Zahabi College of Technology.	2017
2	Matriculation	Public School and College.	2014

OTHER COURSES

- MS Office Level-II from Sigma IT Collegiate in 2016.

ACHIEVEMENTS

- Got English Language Scholarship (2012-2014) from **IEARN** Pakistan, **USCONSULATE**.
- Appreciation letter from the employer.

WORK EXPERIENCE

- 8-month experience in Flex Source Call Center as a **Customer Relation & Service Executive**.
 - **RESPONSIBILITIES:**
Hit sales & report to floor person.
- 1-year experience in Absorption Chiller operator from LG-Iceberg Industries as a **plant operator and Complaints Solver**.
 - **RESPONSIBILITIES:**
Operate, Troubleshoot Chiller Problems & maintain reports on daily basis.

3. 10 months' experience as a **Supervisor** in Burhani Tube of Industries.
➤ **RESPONSIBILITIES:**
Supervise production, generating reports & making production strategies.
4. 2 Months working experience as a **Data Entry Officer** in Micromerger Pvt Ltd.
➤ **RESPONSIBILITIES:**
Entered data & report to Data Verification associate.
5. 10 months working as, a **Data Verification Associate** in Micromerger Pvt Ltd for 8 months.
➤ **RESPONSIBILITIES:**
Verify the entered data of DEO's, Data Distribution, Making Reports, Analyze reports & report to Team Lead.
6. Currently working as, a **Data Analyst** in Micromerger Pvt Ltd for 4 months.
➤ **RESPONSIBILITIES:**
Analyze the verification, making strategies & report to District Coordinator.

IT PROFICIENCY

- Well-versed proficient in Microsoft Office 2007,2010 ,2013 & 2017.
- Versed proficiency in browsing and hardware Installations.

OTHER PROFESSIONAL SKILLS

- Ability to work as an effective member, sharing knowledge, providing guidance where necessary.
- Ability to organize and prioritize workload to resolve conflicting demands.
- Self-motivation and ability to work under self-direction to deal with issues arising without prompting, but yet consulting colleagues and managers where appropriate.
- Communication skills - confidence to liaise with clients directly.
- Quick and continuous learner with strong analytical skills.
- Inventory management and records management skills.

EXTRA CURRICULAR

- Play and watch various sports such as cricket and Soccer.
- Volunteering for Social Cause
- PC Games & Reading Book.

PERSONAL DETAILS

Father Name:	Muhammad Naeem Ilyas Khan
Nationality:	Pakistani
Religion:	Islam
CNIC No:	42101-9109206-9
Marital Status:	Single
Date of Birth:	19 th May, 1997
Languages:	English and Urdu

Reference

Will be furnished upon request.