

# AHMED ALI KHAN

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## Personal statement

I have got a masters degree in “Business Administration” that has strengthened my logical and analytical skills. In addition to my strong academic background, I have gained good professional experience from working within customer facing & challenging environments in complex organizations. This has developed my management, communication, planning and inter-personal skills.

## Objective

I am seeking a competitive and challenging environment where I can serve that organization and establish an enjoyable career for myself.

## Experience

<b>DISTRICT HEALTH OFFICE (DPCR)</b> <b>ABBOTTABAD</b> <b>DATA ENTRY OPERATOR</b>	<i>Abbottabad, Pakistan</i> May 2017 📅 Dec 2020
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## Academic Qualification

2013-2017	<b>HAZARA UNIVERSITY PAKISTAN</b> <b>MASTER OF BUSINESS ADMINISTRATION</b> <b>(3.5) HR</b>	<i>Mansehra, Pakistan</i> CGPA 3.33
2011-2013	<b>HAZARA UNIVERSITY PAKISTAN</b> <b>BACHELOR OF SCIENCE</b>	<i>Mansehra, Pakistan</i> 2 <sup>nd</sup> Division
2007-2009	<b>B.I.S.E ABBOTTABAD</b> <b>HSSC (FSC)</b>	<i>Abbottabad, Pakistan</i> 1 <sup>st</sup> Division
2005-2007	<b>B.I.S.E ABBOTTABAD</b> <b>MATRICULATION (SSC)</b>	<i>Abbottabad, Pakistan</i> 1 <sup>st</sup> Division

## Professional Skills

- Excellent management, administration and leadership skills.
- Self motivation and ability to lead and motivate a team.

Ahmed Ali Khan

- Strong communicational & presentational skills.
- Decision making, critical thinking, organizing and planning skills.
- Development strategies and approaches.
- Strong interpersonal and relationship building skills.
- Tolerant and flexible to intense situations.
- Able to Work as an individual & team member and to work camly under pressure.

### Personal Skills

- Able to adapt myself to new surroundings to make suitable change so as to fit new conditions.
- Good moral understanding of right and wrong & able to express oneself clearly.
- Steadfast pursuit to an aim with refusal to give up with continued effort.
- Able to work as an indiviual & team member and to work camly under pressure.
- Versatile and turning readily from one occupation/job to another.
- Independent and able to work without being constantly supervised.
- A muliti-tasking,flexible,colaborative and decisive thinker.

### Computer Skills

- One Year (DIT)Diploma in Information Technology.
- Proficiency in all areas of Microsoft Office including Word,Excel,and PowerPoint.
- Excellent knowledge of Internet,web-browsing,Emailing etc.
- Excellent experience of using different online web based software programs and other applications.

### Language Skills

ENGLISH	Fluent (speaking,writing,reading).
URDU	Native language.
HINDKO	Mother tongue.
PUNJABI	Fluent (speaking) Intermediate (reading,writing).

### Personal Information

F.NAME	AZMAT KHAN
D.O.B	MAR-17-1991
RELIGION	ISLAM
SEX	MALE
NATIONALITY	PAKISTANI
DOMICILE	K.P.K (ABBOTTABAD)

### References

To be provided on request