

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

DPCR DISTRICT HEALTH OFFICE
DATA ENTRY OPERATOR

Abbottabad, Pakistan
May 2017- Dec 2021

Academic Qualification

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

Professional Skills

- Excellent management, administration and leadership skills.
- Self motivation and ability to lead and motivate a team.
- 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.
- Expert in Sales Flo software.
- Expert in IDIMS and DDM software.
- 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