



# SALAL KHAN

## District Liaison Officer

Joint Road, Quetta

Salalkhan033@gmail.com

0348 3695395

CNIC: 54401-4129839-9

### LANGUAGES



English



Urdu



Hindku

### HARD SKILLS

Accounting	★★★★★★
Management	★★★★★
Database	★★★★
Record Keeping	★★★★★★
Supervision	★★★★★
MS Office	★★★★★★

### SOFT SKILLS

- Strategic Management
- Management
- Training & Guiding
- Communication Skills
- Motivational Speaking
- Organization & Coordination

### INTEREST

- Sports
- Books Reading
- Research
- Knowledge
- Traveling



### DISTRICT LIAISON OFFICER SUMMARY

Having a hands on experience in management, documentation, and planning.  
 Highly experienced in data management, supervision and training of employees.  
 Actively collecting data from field and different resources.  
 Ability to manage data, keep records, and prepare data for archive & retrieval.



### WORK EXPERIENCE

#### Micro Merger Pvt. Ltd, Quetta | Mar 2022 – Present District Liaison Officer

Assign Data Analysts for the specified Data Management Officer to ensure the proper workload distribution Collect and compile data received by Field with help of Data Analyst. Assign and monitor Data Entry and validate correct entry randomly by assigned team and district. Keep close communication with Data Analyst and field staff for timely receiving data from field. Communicate to senior management through emails regarding project updates and reports. Maintain and update reports on time required by authorities for sharing to officials

#### Micro Merger Pvt. Ltd – Panjfooti Samungli, Quetta. | Sep 2020 – Dec 2021

##### Senior Data Entry Operator

The senior data entry operator is responsible for performing data entry work using proprietary software entering data, updating, verifying the filed data and ensuring the accuracy and confidentiality of information record. Ensure the quality and accuracy of data entered. Maintain the Log Book in excel of their daily work. Follow the instructions given by Team Lead for entering data and try to finish daily assigned work before leaving.

#### Naeem Brothers (Medicine Distributor) - Quetta | Jan 2017 – Dec 2019

##### Cashier

Manage transactions with customers using cash registers. Scan goods and ensure pricing is accurate. Collect payments whether in cash or credit. Issue receipts, refunds, change or tickets. Redeem stamps and coupons. Cross-sell products and introduce new ones. Resolve customer complaints, guide them and provide relevant information. Greet customers when entering or leaving the store. Maintain clean and tidy checkout areas.



### ACADEMIC BACKGROUND

Bachelors of Arts. | 2021

B.S COMMERCE. | 2018 - 2022

University of Balochistan - Quetta

FSC | 2018

Govt: Science College – Quetta

Diploma in Office Automation | 2019