

# ADEEL AHSAN KHOKHAR

I am a dedicated and hardworking computer operator and insurance lo...

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- **J** 03446464280
- Kotli Peer Ahmad Shah, Gujranwala, Pakistan, 50250 Gujranwala
- November 13, 2000
- Guiranwala
- **O**ک Male
- Pakistan
- Single

## **SKILLS**

Excel and Word

Microsoft Office

## LANGUAGES

English

Urdu

## **HOBBIES**

■ Browsing on Internet

## **QUALITIES**

■ Interpersonal skills, Initiative, Drive and determination, Willingness to learn, Attention to detail, Teamwork skills, Leadership skills, Problemsolving skills, Ability to work under pressure, Flexibility,

## PROFILE

I am a flexible and experienced insurance Loss adjuster and computer operator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

#### **EDUCATION**

Intermediate Jan 2021 - Dec 2021

BISE Gujranwala, Gujranwala

Matriculation Jan 2013 - Dec 2017

Govt. Comprehensive high school, Gujranwala

## EMPLOYMENT

Computer operator Jan 2022 - Mar 2024

Capital Inspection Company Pvt Ltd., Gujranwala

I am a senior Computer operator in this company for two years.

Loss adjuster Jan 2022 - Mar 2024

Capital Inspection Company Pvt Ltd., Gujranwala

Sales Man 2021 One Year

Gourmet Bakers Gujranwala.