

IBRAR KHAN

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📍 District Khyber, Jamrud



OBJECTIVE

To obtain a position that enable me to use my professional skill with my previous experience and the ability to work well with the People.

EXPERIENCE

01/02
1/2020 -
30/10/2022

Receptionist.

Rahman Medical Institute

Being a Receptionist, I was responsible for receiving queries, receiving calls and delivering to the particular person, giving details to the visitors and patients, guidenss to the newly visiting people etc.

09/02/2015
-
09/02/2017

Admin Assistant

Combined Group Co. For Trading And Contracting WL.L.

Assisting Admin with various tasks, such as responses to Calls and email from HR, and following the direction of Admin, conducting meetings, and handling workers problems etc

2018 - 2019

Security Guard.

BPO+

BPO is well know organization for it's best providing support to both entertainment and Business. I was hired on one year contract as a security Guard, for the football games during the year. My role was to keep a professional environment during the event, making sure all the visitor have a queue, no rush and no fight during the match session, and follow the basic rule of the management. Make sure no damage has done to the premises and other valuable object in stadium. Etc

EDUCATION

2012

Bachelor Of Arts (B.A)

University Of Peshawar
2nd Division.

2014

Diploma In Information Technology (DIT)

Capital Institute Of IT & Management Sciences.

SKILLS

Having a great skill of type writing, and in Computer operation.

Having a Silver online Certificate in typing from RATATYPE. With 54 WPM and with 98% accuracy.

PROJECTS

Team Leader. (QTA) in Doha Qatar

This Project was conducted by Qatar Tourism Authority at sea Line. As a team Leader many responsibilities were included in my job, such as maintaining a safe and clean environment for the visitor, and making sure all my staff providing best service to our visitors. Ensuring children safety and entertainment.

Survey Reasecher.

This Project was arranged by the Ministry Of Transportation and Communication of Qatar.(MOTC).

The main goal of this project was to get the opinion about the Metro, and the upcoming challenges of making a metro line. I was responsible for getting attached with people and know their views and problems about the traffic and parking in specific location chosen by the Ministry. These information, later on, send to the Ministry's web site.

LANGUAGES

Can speak Pashto as it's my native Language. Urdu. English. Arabic.

PERSONAL DETAILS

Date of Birth : 10/08/1988

Marital Status : Married

Nationality : Pakistani

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