

CURRICULUM VITAE (CV)

JALAL ASLAM KHAN



Contact

Address:

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Languages

English
Urdu
Pushto

Objective

To find a challenging position in an establishment or organization where I can utilize my knowledge and skills, to bring about a positive difference and contribute to the growth of organization as much as possible.

Skill Highlights

- Shorthand/Typing
- Office management/Computer application
- Office Automation
- Internet Surfing

Experience

- 06 months Shorthand/Typing Course from Al-Farooq Stenography Institute Shaheen Town Peshawar.
- 06 months Office Management (Computer application & official correspondence) from City University Peshawar.

Education

- **S.S.C:** 488/1085, BISE Peshawar.
- **D.Com:** 721/1200, KP BTE Peshawar.
- **B.Com:** 722/1400, University of Peshawar.

Certifications

- Shorthand/Typing Course from Al-Farooq Stenography Institute Shaheen Town Peshawar.
- Office Management (Computer application & official correspondence) from City University Peshawar.