

OBJECTIVE

Hard-working administrative professional with extensive project, analyzing skills, clinical skills, excellent communication skills ability to plan multi-task and manage time effectively looking to contribute to a reputable company.

WORK EXPERIENCE

- 08 Months Experience in Private Medical Distributor.
- 4 Year Experience at MASARCOM COMPUTER CENTER SERAI NAURANG in working Computer Operator , (Data Entry Operator & Office Work)

EDUCATION

QUALIFICATION	INSTITUTION / Board	YEARS	GRADES
Matriculation (Science)	BISE BANNU	2015	2 nd
F.Sc (Pre-Medical)	BISE BANNU	2017	2 nd
B.A	UST BANNU	2020	2 nd
M.A	UST BANNU	2022	1 st
D.I.T	BTE PESHAWAR	2018	1 st

ACHIEVEMENTS

- 08 Months Experience Primer Sales Pvt Limited.
- Got appreciation award from MASARCOM COMPUTER CENTER SERAI NAURANG in working Computer Operator , (Data Entry Operator & Office Work)

Professional SKILLS

- Well-developed Communication and interpersonal skills.
- Public Speaker.
- Scriptwriter.
- Goal Achiever.
- Microsoft Office Access.
- Expert in Microsoft office.
- Excellent skilled in adobe Photoshop.
- Good skills of office management work.



KHALID USMAN

CONTACT:

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S/O: Atta Ur Rehman

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Domicile:
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LANGUAGES:

English
Urdu
Pashto

