



MASHAL KHAN

OBJECTIVE

To achieve professional excellence and distinction through proficiency and team efforts, to attain not only ideals and objectives but also realize employer's gain and to pursue a career in an organization that expects its employees to take initiative in a challenging and dynamic environment.

PERSONAL INFORMATION

Home Address: Village/Mohalla Sheikhan Bala, Post Office Sheikhan, Peshawar

Email Address: sm1.mashal@gmail.com

Contact No: +923459120731,

CNIC : 17301-4448036-3

Date of Birth: 05th MAY, 1992

Father Name : Muhammad Iqbal Khan

Domicile : Peshawar (KPK)

Nationality : Pakistani

EDUCATION

Pakistan Engineering Council (PEC) Register Engineer

- BSc Mechatronics Engineering
Institute: University of engineering and Technology, Peshawar
- F.Sc (Pre-Engg) with 70% (A-Grade) from Peshawar Board in year 2010
Institute: Qurtuba Public School & College Hayatabad, Peshawar
- Matriculation with 67% (B-Grade) from Peshawar Board in year 2008
Institute: Qurtuba Public School Hayatabad Peshawar

SKILLS & COMPETENCIES

- Window installation, MS OFFICE, Editing, Power point, Typing,
- Pashto, Urdu and English languages
- Excellent communication , coordination and presentation skills
- Can work in extreme pressure
- Demonstrated ability to take decisions, work independently and as a team
- Ability to work with multi cultural back ground people
- Ability to understand and implement the project intervention quickly

FINAL YEAR PROJECT

1. To study the working and functions of ROBOTIC VACCUIM CLEANER

PROFESSIONAL TRAINING

- Communication, Presentation and Coordination Skills
- Report writing
- Internee at TSK Engineering International (Pvt) Ltd
- Participant at Annual Robotics Competition in University of Engineering & Technology Peshawar
- Internee at Pakistan Locomotive Factory Risalpur
- Worked as a Trainee in Toyota Mardan Motors
- Worked as a Operational Manager/Assistant Manager in Toyota Mardan Motors
- Working as a B&P Advisor at Toyota Khyber Motors

EXPERIENCE

Trainee in Toyota Mardan Motors (internee)

Worked as a Trainee from (February, 2018 - April 30, 2018):

- Performing clerical duties
- Managing social media and emails :
- Event handling :
- Learn and gain experience:
- Take on an increasing amount of responsibility
- Research

OPERATIONAL MANAGER / ASSISTANT MANAGER

Worked as a Operational Manager/Assistant Manager in Toyota Mardan Motors (From May 2018 to till MAY 2022)

- Ensuring company policies are followed
- Hiring, training and developing new employees
- Resolving customer issues to their overall satisfaction
- Maintaining an overall management style that follows company best practices
- Providing leadership and direction to all employees
- Ensuring product quality and availability
- Preparing and presenting employee reviews
- Working closely with the store manager to lead staff
- Overseeing retail inventory
- Assistant customers whenever necessary
- Organizing employee schedule
- Ensuring that health, safety and security rules are followed
- Taking disciplinary action when necessary
- Motivating employees and ensuring a focus on the mission
- Maintaining stores to standards, including stocking and cleaning
- Completing tasks assigned by the general manager accurately and efficiently
- Experience as an assistant store manager or with retail store management.

BODY & PAINT ADVISOR:

Working as a Body & Paint Advisor in Toyota Khyber Motors (From June 2022 to till)

- Insurance policies handler

- Body and Paint inspector
- Documentation handler
- Record handler
- Workshop inspector
- Customer handler
- Vehicle inspector
- Body parts consuling

REFERENCES: provided if require