



PERSONAL INFORMATION

SALEEM KHAN

S/O :- Haji Muhammad Akram Khan



House No. 5-13/566 Street No. 04,
Lal Colony Near Jan Mohammad Road,
Quetta



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Lal Colony Near Jan Mohammad Road,
Quetta



LS4107972



54400 – 0755797 – 3



0333 – 0500566



SK11_khan@hotmail.com

PROFESSIONAL SKILLS

MS Office, Computer, Data Entry, Security,
Record Keeping & Documentation, Teaching,
Office Management, Teamwork, Administration,
Warehouse Management, Negotiations, Sales,
Store Management, Customer Services,
Public Relations, Investigations etc

INTERESTS

Books, Chess, Video Games, Plants,
Social Work, Antiques, Gem Stones,
Computer, History, Culture etc

CARRIER SUMMARY

Dynamic & Innovative Professional with 11+ years of
Invaluable hands-on experience in handling several
Simultaneous Data Entry Work, Office Management,
Record Keeping & Documentation, Public Relations.

EDUCATION

- 1:- B.A Political & Social Science {2nd Div 2010}
- 2:- I.C.S Math, Comp, Phy, Chem {2nd Div 2003}
- 3:- Metric Math, Physics, Chem, Bio {2nd Div 2000}

DIPLOMAS

- 1:- Political General Knowledge Course National Institute of
Political Science & Management 2013
- 2:- DIT 1 year A Grd 2007
- 3:- Computer Hardware 1 Month A Grd 2007
- 4:- ADIT 6 Months B Grd 2003

TRAININGS

- 1:- Training in Drug Demand Reduction Cell
Ministry of Narcotics Control 2013
- 2:- Good Warehouse Management Training UN–WFP 2011

EXPERIENCES

- 1:- Currently working as Health Facilitation & Data Collection
Officer at UN – IOM.
- 2:- Five Years of Experience as Data Entry Operator at OTS.
- 3:- Six years of experience as (NRDM) Manager at NGO (NAPA).
- 4:- Three Months of experience as Distribution
Supervisor / Data Entry Operator at Taraqe Foundation.
- 5:- Two years of experience as Computer Operator at
(District Coordination Officer's) Office.
- 6:- One year of experience as Computer Operator at
NGO (SUBAH Folk).

7:- Two Years of Experience as a Teacher at Gulshan Public

LANGUAGES

Urdu, English, Pashtoo, Sindhi, Hindkoo, Saraiki, Punjabi

REFERENCES

References available on request