



SANAULLAH RIAZ



Contact



Dera Ismail Khan



0344-5284562



Nil



sunny.khan.baloch.555@gmail.co



Skills

Leadership and Team
Management:



Problem-solving &
Decision-making:



About Me

- Organizing data for analysis by identifying relevant information, using software to extract it from databases, and compiling it for presentation to clients. Resolving data discrepancies and problems with source systems or formats that prevent the data from being analyzed effectively, Updating databases with current information such as customer records, personnel files, and accounting ledgers,



Education

Matric

2015-2016

BISE D.I.KHAN

Intermediate

2016-2018

BISE D.I.KHAN

Bachelor

2018-2020

Gomal University KPK

Master of Islamiat

2020-2022

Gomal University KPK

Master of English

Result in waiting. . .

Lukki University KPK

ADE 2 year Diploma of CT and PTC

Result in waiting. . .

A.I.O.U Islamabad

1 Year Diploma of IT

2018-2020

T.T.B Peshawar

B.ed

Continue. . .

Sarhad University KPK

Operational Excellence



Communication and Collaboration



Pro Skills

- Ms office
- Adobe Illustrator
- Inpage
- Problem Solving of IT
- Inpage
- Typing (Eng-Urd)
- Presentation
- Corel Draw

Languages

- ENG
- URD
- PUN
- SRK



Work Experience

- **Python Leads Inc.**
Islamabad

Data Management

- supervising and guiding a team, assigning tasks and monitoring progress, providing feedback and coaching, fostering team collaboration, and ensuring the achievement of team goals and objectives.

- **PTCL**
Islamabad

Costumar Care Executive

- My main responsibilities include overseeing daily operations, coordinating and supervising staff, ensuring efficient workflow, resolving customer issues, maintaining a safe and clean environment, and implementing.

- **Baloch Composing and Graphic**
D.I.Khan

Graphic / Operator

- As a Customer Service Representative (CSR), your primary role involves assisting clients with end-of-life planning and insurance-related inquiries. You'll be responsible for guiding customers through the process of selecting appropriate final expense insurance policies, providing accurate policy information, handling claims, and addressing any concerns or questions they may have.

- **English Language 1 year diploma**
NUML University Islamabad

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