Muhammad Bilal Khan

House no. 28, soldier bazaar no. 1, Verily road, Garden East, Karachi, Pakistan

03075731230 - 03128924131

bilal.ishaq804@gmail.com

**Objective:**

To seek a challenging and responsible position in a dynamic organization with an opportunity for development and eventual status in the senior and strategic management. I am driven by my personal goals, Determination, and commitment to succeed, by accomplishing the tasks and responsibilities handed to me, which surely would yield fruitful results for both.

**Personal details:**

Name: Muhammad Bilal Khan

Father Name: Muhammad Ishaq Khan

CNIC No. : 422013-932596-1

Date of Birth: 23 July 1999

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certificate/Degree | Year of passing | Major group | Grade/Division | Board/Instituition |
| O Level | 2016 | Science | B | CAIE |

**Experience:** 1 year in **Al karam** as a cashier.

6 months in **Al baik** as a cashier.

1 year in **Hyper panda** as a salesman.

1 month in Memon Medical complex as a cashier.

**Academic Record:**

**Computer Skills:**

* MS Word
* MS excel
* MS PowerPoint
* MS publisher
* Scanning
* Typing speed medium
* Internet Browsing, Uploading and Downloading
* Software’s information

**Additional Skills:**

* Good command over English, both written and spoken.
* Strong analytical skills and ability to communicate negotiate and influence
* A fast learner, able to understand new ideas and concepts quickly
* Strong troubleshooting and problem solving skill.
* A team player and leader, capable of integrating with and developing effective workgroups