|  |  |
| --- | --- |
|  | **MUHAMMAD RAHEEL KHAN** |
| **Date of Birth:** 17/07/1985Married**Home Address:** House no. B-93Block-8. Gulistan-e-Jauhar Karachi. **Mobile:**+92-3322388284**Email:**raheelmuhammad620@gmail.com **CHARACTER REFERENCES** Available upon request | **---PROFESSIONAL EXPERIENCE** * **Vogue Magazine Oct 2005 To Dec 2007**

 **Computer Operator**  **Responsibilities** * Assisted customer with incoming & outgoing calls.
* Data entries for the customers getting registered.
* **Search Financial services Jan 2008 to Aug2011**

Assistant accountant**Responsibilities*** Online working for data entering. Taxation & Pay roll.
* **Hydro Fresh Mineral water Company Sep 2011 to Feb 2012**
* Assistant manager

 **Responsibilities*** Assisted customer with weekly billing & expense management.
* Obtained significant business by delivering presales presentations to the customers to grow the business & maximize the product sale.
* **Focus Shipping Agencies Dec 2013 To Date Mar 2019**
* Assistant manager

**---EDUCATION AND QUALIFICATIONS****Karachi University**Bachelors in Commerce. B.com in Progress **Govt. College of** **Commercial Education.**Intermediate Pre-Commerce (C Grade)**Froble Grammar Academy**Matriculation Arts (C Grade) 2002 **---SUMMARY OF SKILLS*** Import/Export Knowledge
* Profound knowledge of all chatting-modes
 |
|  | * Exceptional communication skills (English)
* Excellent knowledge of principles and processes of giving the best customer and personal service.
* Ability to maintain a positive attitude in high-stress and fast-paced work environment
* Strong interpersonal and communication skills
* Well organized and attentive to detail

**---COMPUTER SKILLS*** Experience in HTML, C++, Microsoft Office, Windows 95/ 98/ ME/ NT/ 2000 Professional/ X P/Vista
* **Typing Speed:**Approx

 50 words per min**--HONORS AND AWARDS*** Leading organizer and participant for a number of extra-curricular activities

**---EXTRA CIRRICULAR****&INTERESTS*** Gym (body building),
* Tourism,
* A good Swimmer,
* Event Management: Managed various school and private events such a Plays, Concerts, Seminars and Competitions.
* Attending conferences, events concerts & festivals.
* Listening music (all genres)
* Making friends.
 |