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|  | **MUHAMMAD RAHEEL KHAN** |
| **Date of Birth:** 17/07/1985  Married  **Home Address:**  House no. B-93  Block-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. |