



# AMIR KHAN

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- 0528747703
- Dubai (Abu hail)

## Skills

Microsoft office , word , Excel ,  
PowerPoint , expert  
Data entry ( 39wpm)  
Management  
Sales  
Team member  
Responsible  
administrative

## Interests

Family  
Life experience  
Work  
Health  
Culture  
Sports

## Language

Urdu  
English

## Experience

### NYLEX TYRES AND TUBES PVT. LTD.

Feb 2009 -  
May 2011

Data Entry operator  
Management of all books and records regarding the products and  
reports

### MARHABA LABORATORIES

July2012 -  
December  
2012

Data Entry operator  
Supervision on all company records and providing  
reports daily basis

### AMANAH MALL

Mar 2013 -  
Oct 2015

Cashier  
Review all financials of the facility categories

### GOURMET RESTAURANT

Dec 2015 -  
Jul 2019

Cashier/accountant  
Management and consulting all funds of the academy

### KIPS Education System Pakistan

Oct 2019 -  
Feb 2023

Accountant  
Supervision on the financial operations

## Education

### The University of the Punjab

2010-2012

Bachelor B.A  
Good

### minhaj University Lahore

2020 - 2022

M.A English language and literature  
Grade B

CGPA 3.01

## Additional Information

- Date of birth 24 June 1990
- CNIC# 35202-5538453-3
- Religion Islam
- Status Married
- Home country, Pakistan