

## PERSONAL



**Name:** Afnan Mubashar Khan  
**Father Name:** Mubashar Akmal Khan  
**DOB:** 16-02-1991  
**NIC #** 37405-2271435-5  
**Religion:** Islam  
**Marital Status:** Married  
**Nationality:** Pakistani  
**Domicile:** Punjab  
**Cell #:** 03065532100  
**Email ID:** afnankhan49@gmail.com  
**Address:** House # 331 Street # 3A Waliyat Colony Chaklala Scheme 3

## OBJECTIVE

To obtain a full-time job with a stable business. Devotion dedication and commitment are the top most requisites of success in life by following these I would like to become a valuable and viable part of the organization.

## EDUCATIO

### Diploma in Auto Cad

2013

Government of the Punjab Trade Testing Board, Lahore

### Diploma in Civil Associate Engineering

Swedish Institute, Rawalpindi

2012

### Matriculation

St Patrick's High School Murree Road Rawalpindi Pakistan

Matriculation

2006

## JOB

### Customer Success Specialist and Purchasing department

Information Technology  
Solutions (AIIT Solutions)  
Joining Date 25 April 2022 to  
till date

### Nature of Job

- Purchasing Laptop
- Purching Cellphone
- Purchasing UPS
- Purchasing all IT Equipment
- Manage website and order place all our Pakistan

**Site Acquisition Specialist**

DZee Providing Solutions

April 2021 to 24 April

2022

**Nature of Job**

- Liaison with Wapda
- Taking NOC from TMA (Area: KPK, Swat, Kashmir and Punjab)
- Lease Registration

**Unit Head**

Pak-Qatar Family Takaful

September 2020 to December 2020

**Microsoft Office Specialist**

Expert Solution

January 2019- August 2020

**Nature of job**

- Handling data in MS Excel and Google Sheet
- Sending Email to clients
- Working in PowerPoint Presentation
- Internet Research
- Work on Dropbox and one drive

**D.E.O****Yusra Medical & Dental College, Islamabad**14<sup>th</sup> September 2015 September 2018**Nature of Job**

- Maintain Student Record
- Conduct Classes
- Record all incoming and outgoing correspondence
- Prepare schedules

**Sub Engineer**01<sup>st</sup> July 2012 to 31<sup>st</sup> March 2013

Habib Construction Services (Pvt) Ltd

**Project**

1. Widening and improvement of Churr Chowk, GT Road, Rawalpindi
2. Construction of Flyover and Underpass at Pir Wadai Morr. Rawalpindi

**LANGUAGE SKILL**

	<b>Speak</b>	<b>Understand</b>	<b>Write</b>
<b>Language</b>			
Urdu	Yes	Yes	Yes
English	Yes	Yes	Yes
Punjabi	Yes	Yes	Yes

## OTHER SKILLS

- Proficient in using Microsoft Windows and other Windows based applications i.e. **MS Office**
- Hardware: Computer Maintainers

## INTERESTS

- Outing
- Cricket
- Computer Browsing
- Internet Searching
- Shopping

## REFERENCES

Will be provided on demand

