

# DHAN RAJ

## OFFICE BOY



### PROFILE

I Have a great experience in Data entry, Office working, files Maintenance, MS office, Marketing. I have the capability to challenge any kind of work. I have good communication skills which helps me to convince peoples. I like to do teamwork.

### PERSONAL INFORMATION

- Date of Birth: 25-04-2003
- Nationality: Pakistani
- Languages: Urdu, Pashto, Punjabi, English
- Address: Hangu, KPK, Pakistan
- Phone: +923306971271
- Email: Dhanrajsingh810@gmail.com

### ADDITIONAL INFORMATION

- Passport No: CH9592811
- CNIC No: 14101-8102281-9
- Experienced in MS Office, file maintenance, marketing, and teamwork

### SKILLS

- Data Entry,
- Team Working,
- Negotiation
- Critical Thinking,
- Problem-Solving,
- Management Skills
- Excel Expertise,
- Critical Thinking,
- Communication Skills

### WORK EXPERIENCE

#### OFFICE BOY

Askari Bank Limited 2022-Continue

- making tea, dusting the office furniture, office file maintaining, good behavior with customers.

#### CUSTOMER RELATION REPRESENTATIVE

Jazz Franchise 2020-2022

- Building strong customer relationships, problem-solving, data entry, Customer handling, office management, file maintenance, and communication skills.

#### ASSISTANT OF PHYSICIAN

Al Shifa Clinical Center 2019-2020

- Teamwork, office management, handling customers, cash managing.

### EDUCATION

#### FSC (PRE-MEDICAL)

Kohat Board 2020- 2023

#### SSC (MATRIC SCIENCE)

Kohat Board 2019- 2020

#### SIX-MONTH COMPUTER COURSE (CIT)

Institute of Modern studies Kohat 2023-2023