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|  |  | **MUHAMMAD UZAIR KHAN**Assistant Admin Manager  |
| ProfileTo acquire any suitable position, utilizing my education and work experience within a team environment where professional advancement is based upon performance.  I am always energetic and eager to learn new skillsContactPHONE:+923212438997**EMAIL**ukhan6995@gmail.comADDRessHouse No # L1-44, Block B Gulshan-e-Millat Korangi Sector 10 Korangi Karachi, Pakistan.HobbiesPhotographyTravellingCreativity, DesigningWatching Movies**LANGUAGES**English Urdu |  | EDUCATIONAPTECH COMPUTER EDUCATIONDiploma In I.TGOVT DEGREE SCIENCE COLLEGEIntermediate In Science WORK EXPERIENCECARE AND CURE MARKETING SERVICES Admin Assistant, (Aug 2019 to Current) Documents handling, Maintain Data Record in Database Key responsibilities* Handling Invoices and documents Between firm and clients
* Making Monthly outstanding and finalize data from data base and spreadsheets
* Collect Data from sales, Administration and finance to use in establishing organizational structure. Maintain Data Record in Database.
* Keep record in soft copies and hard copies
* Organise statistical information to help colleagues and clients use it make decisions.
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#### GLOAX SOLUTIONS

**Search Engine Optimization, (Sep 2018 to June 2019)**

Working On Amazon and other similar websites (Analyz Data)

#### INSTITUTE OF BUSINESS ADMINISTRATION

**Graphics Designing (Sep 2017 to March 2018)**

Design Social Media Posts, Event Posters, Cover Pages Etc

**ROSE EDUCATIONAL SOCIETY**

Cashier (June 2012 To April 2014)

## **SKILLS**