

SAYYAR KHAN

Cell: +97 1562877818
Address: Dubai - U.A.E
Email Address: sayyarkhan522@gmail.com



Personal Profile

Father Name Asif Khan
D.O.B 11-03-2002
CNIC # 35201-9036307-1
Gender Male
Marital Status Single
Religion Islam
Nationality Pakistani
Domicile Lahore (Pakistan)
Passport No UD4143071
Driving License LE-21-20747

Computer Skills

- ☒ Microsoft Office
- ☒ MS Word
- ☒ Data Entry Operating
- ☒ Windows Installation
- ☒ Internet & Email
- ☒ Typing Speed 30 WPM

Languages Skills

- ☒ English
- ☒ Urdu
- ☒ Punjabi

Reference

Reference will be provided on demand.

Objective

- To realize my true potential by working in a environment, that is conducive to hard-work and creative thinking.
- To attain a position, which combine my studies and my professional experience I'm looking to seek a responsible, challenging and rewarding position that ensure long-term career development and growth opportunities.

Self-Statement

- Amiable
- Straight Forward
- Hardworking
- Confident.

Education

Degree	Board / University	Year
Matriculation	B.I.S.E. Lahore	2019
Intermediate	Govt. Shalimar College Lahore	2021
BBIT	Virtual University of Pakistan	Continue
Computer Operator CBT (Level-2)	Govt. COE for Training & Development Mughalpura Lahore	2022

Work Experience

- 02 Years Working Experience as a Receptionist in PC Hotel Lahore Pakistan (2018-2020)
- 01 Years Working Experience as a Sales Assistant & Cashier in Islamabad Pakistan (2020-2021)
- 01 Years Working Experience as a Executive CRO in Abacus Consultant (2021-2022)

Other Skills

- Good Interpersonal, communication skills & a strong believe in collaborative teamwork.
- Analytical skills and decision-making capability and ability to work long hours.
- Ability to learn and adopt new environment.
- Capability to work under high stress.
- Strong Planning and managerial skills.

Hobbies

- Reading Books
- Internet Surfing
- Traveling