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## ABBAS KHAN

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### PROFILE

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I am undergraduate qualified and interested in **Data entry, Cashier, Receptionist, Administration & Document controller etc.** position where I can offer my leadership abilities and detailed business exposure through regularly encountering and solving problems, managing budgets and meeting targets. Secondly, I always use to utilize my pre-existing skills in Junior or Assistant Accountant gained through 03 plus Years extensive experience in Pakistan and Academic Sessions for the best interest of my clients.

### CONTACT

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- Cell: 0555729304
- abbasjan2425@gmail.com
- Gender: Male
- Age: 27
- Marital Status: Single
- Nationality: Pakistani
- Passport No: FE4155901
- Address: Hor Al Anz Dubai
- Visa: Freelance Work visa

### EXPERIENCE

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- 05 months experiences as **Stocker/ Delivery Picking & Packing** in Noon In 15 minutes Al Warqaa E, Dubai.
- 03 months experiences as **Typing/ visa & Document Clearance** in Al mateena typing center, Dubai.
- 03 Year's Experiences as **Document Controller/ Clerk & Admin** in Eagle College of Nursing Swat, Pakistan.
- 01 Year's Experiences as **Public Relation Officer** in Private School Swat, Pakistan.

### EDUCATION

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- **(M.Sc) Master of Sciences in Economics (Sept 2020 – June 2024)**  
From University of Peshawar, Pakistan
- **(B.A) Bachelor of Arts in Economics (Sept 2016 – April 2018)**  
From University of Swat, Pakistan
- **(HSSC) Higher Secondary School Certificate (March 2012 – April 2014)**  
From Board of Intermediate and Secondary Education swat
- **(SSC) Secondary School (Jan 2010 – March 2012)**  
From Board of Intermediate and Secondary Education swat

### PROFESSIONAL EDUCATION

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- **(D.I.T) Diploma of Information Technology (2017 - 2018)**  
From Board of Technical Education Peshawar, Pakistan
- **(P.T.C) Primary Teaching Certificate (2017 - 2018)**  
From Allama Iqbal Open University, Islamabad Campus, Pakistan
- **AutoCAD Certificate (06 Months, 2014)**  
From Skills Development Council Peshawar, Pakistan

### HIGHLIGHT

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- Strong interpersonal & Communication Skills
- MS Office, Excels, In page
- Typing Speed 25+wpm
- Ability to work collaboratively as part of team
- Problem solving, Leadership
- Excellent Organization Skills, Poised under pressure.
- Graphic Design
- Account & Invoice Software
- All kinds of data Entry.