****

**Curriculum Vitae**

 Name: Abdul Razzaq khan

 Contact: 0307-0141720

 Address: House 128-F, Pacewood lands, bedian road, Lahore Cantt.

 Email: razzaqkhanus@yahoo.com

 CNIC: 42501-8915309-9

 Nationality: Pakistani

 Date of birth: 06 APR 1963 (54Y)

**Job description & Skills:**

* Worked as a service manager area head in a generous multinational company for home appliances and air conditioning projects.
* Handle service administration.
* Development of service activities.
* Training of service activities.
* Handled air conditioning projects with multi tonnage and various designs with multinational persons.
* Familiar with MS office e.g. word, excel, PPT, outlook.
* Fluent in English, Arabic and Urdu.

**Work Experience:**

* Worked as a SERVICE MANAGER (1987-2017) for home appliances and air conditioning (split & packages) companies e.g. **TOSHIBA, SHARP, PHILCO, WHITE WESTING HOUSE, RHEEM, MEDIA, PETRA, DORA & BOSCH.**
* Operate service module air conditions like Rheem, Media, Petra, Toshiba, Sharp, White Westing house, Dora split and packages. Managed Estimations, installations and serviced all kind of air conditioning projects.
* Parallel to Appliances e.g. dish care washers, refrigerators, freezers, LCDs/LEDs etc.
* Training service crew & Briefing periodic services projects.
* Manage workshops at ISO level and maintained service materials and tools as demand.
* Managed, Facilitate, Monitored sub service contractors as per job demand, Preparation of service contracts and managed pay outs.

(Can’t describe lifetime experience in curriculum vitae)

**Education details:**

* Matriculation from Jamia Millia, Karachi. (1983).
* Intermediate in commerce from Jamia Millia college, Karachi. (1985).
* Diploma Associate Engineering in refrigeration, Karachi. (1987).
* Attended multi seminars and training workshops in various companies and countries.