IMRAN KHAN CONTACT

Cell *# 0335-8580533*

Email: [jarrarjoker@gmail.com](mailto:jarrarjoker@gmail.com)

**RESSIDENTAIL ADDRESS**: Village Kheshgi Bala Disst: Nowshera Po Box: Kheshgi payan.

**PERSONAL:** FATHER NAME : SARAF KHAN

DATE OF BIRTH : Apr/04TH/1994

CNIC No : 17201-8608673-5

DOMICILE : DISTRICT NOWSHERA (KPK)

RELIGION : ISLAM

STATUS : MARRIED

**OBJECTIVE:**

I believe in excellence and have always dedicated myself, my talent and my creative abilities to assure the successful accomplishment of any company goals. My positive attitude makes me a valuable asset to any organization that would employ me. I am confident that my skills will be an asset and have a favorable impact in your organization.

**SUMMARY:**

* Strong knowledge of Documents Controlling and Store keeping.
* Excellent interpersonal and communications skills.
* Positive and professional attitude and committed to excellence.
* Good team player and works extremely well independently.

**QUALIFICATION:**

* INTERMEDIATE (FSc Pre-Engineering) 54% Passing Year 2012
* HIGH SCHOOL ( Science Group) 64% Passing Year 2010

**COMPUTER COURSES:**

Three months MS, Office course (MS. Word, MS. Excel, etc. from Future Vision Organization Nowshera. (Mar/01st/2010) to (Jul/30th/2010).

**WORK EXPERIENCE:**

* One year worked as **SECURITY GUARD** in Habib Rafiq Pvt Limited from (Feb/09th/2013) to (Mar/25th/2014).
* Three years worked as a **DOCUMENTS CONTROLLER** and **STOREKEEPER** in Saudi Arabian Baytur Construction CO. From (Jan/13th/2016) to (Mar/04th/2019).

**RESPONSIBILITIES:**

I am a very familiar with computerized environment and computer maintenance and virus protection, can easily operate all necessary office programs in windows 98, 2000, XP, vista especially MS, Office (Word & Excel) to prepare necessary routine office documentation and all related office documents and handle other daily office works like Typing, Filling, Record Keeping, all mailing records (soft copies & hard copies) of the office Branches. I am also familiar with exchanges of E-mail messages and internet.

**PERSONAL SKILL:**

* Microsoft Office (MS, Word, MS, Excel etc.).
* Installation Microsoft Windows (98, XP, 2000, Vista etc.).
* Typing Speed over 50 W.P.M.
* Composing in English Documents.
* Operating Multi Media Lab (plotter, printer, scanner etc.).

**INTEREST:**

Team work, Administration, Reading Books, Social Activities, and Football.

**LANGUAGE SKILL:**

* ENGLISH
* TURKISH
* ARABIC
* URDU
* PASHTO

**DECLARATION:**

I hereby declare that all the information furnished above is true to the best of my knowledge.