

Zahim Khan

I am a highly-motivated, deadline oriented accountant that has proven track record of excellence.

✉ zahimkhan506@gmail.com

☎ 0349-1433443

📍 H. No. 1701, Gulbahar, Karachi., Pakistan

EDUCATION

B.Com

University Of Karachi (In Progress)

I.Com

Islamia Arts & Commerce COLLEGE

MATRICULATION

OXFORD CAMBRIDGE SCHOOL

WORK EXPERIENCE

FRONT DESK OFFICER

Pakistan Paper Pvt. Ltd.

2021 - Present,

Achievements/Tasks

- Manage Petty Cash
- Check Admin Works
- Manage Recruitment Activity

CUSTOMER SERVICE REPRESENTATIVE

IFlogics Communication

Achievements/Tasks

- Dealing with Customer
- Complete Monthly Sales Task
- Take A Feedback from Customer after work done

ANAS ACADEMY

Receptionist & Admin

Achievements/Tasks

- Dealing with Parents
- Check Students Fee Record
- Make Annual Report of Students and Give to Parents

SKILLS

Time Management Ability

Strong Temperament

Hard Work Commitment

Positive and Self Motivated

Leadership

SOFTWARE SKILLS

MS Office

Inpage

LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Gaming

Reading

Travelling