



Ihtisham Khan

Date of birth: 3 Mar 2001

Nationality: Pakistani

Gender: Male

CONTACT

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WORK EXPERIENCE

2021 – CURRENT Peshawar, Pakistan

Cashier Jans Arcade

As a Cashier, I am responsible for processing transactions, handling customer payments, and providing excellent customer service. Assisting with inventory and other tasks, I also maintain an organized workspace.

2020 – 2021 Peshawar, Pakistan

Data Entry Operator City Hyper Star

I have developed experience of data handling and data entry into our database with high accuracy and efficiency. Maintaining and reviewing data for a possible error or any correction.

2019 – 2020 Peshawar, Pakistan

Sales Support Assistant City Mart

During my time at City Mart, I effectively developed experience of product knowledge and demonstration. I was actively involved in negotiating prices, terms and conditions of the products. Collaborated with different teams to make relationship with customers which impacts in boosting the sales.

EDUCATION AND TRAINING

Peshawar, Pakistan

SSC (Matric) BISE-Peshawar

Peshawar, Pakistan

HSSC (FSc) BISE-Peshawar

Peshawar, Pakistan

DIT Capital Degree College

Peshawar, Pakistan

English Language Microsoft Computer Institute & English Language Center (MCI)

LANGUAGE SKILLS

MOTHER TONGUE(S): Pashto

OTHER LANGUAGE(S): English | Urdu

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel
| Cashing | Marketing | Typing

COMMUNICATION AND INTERPERSONAL SKILLS

Communication Skills

My job experience helped in building communication skills which are crucial to provide excellent customer service, resolve issues, and work efficiently with colleagues.