***Curriculum Vitae***

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**ASIF KHAN**

**E-mail : asifkhantfm555@gmail.com**

**Cell : +92-310-1909395**

**Objective:** *To achieve the highest level of performance and prove myself as a professional through applying all my knowledge, qualification, and skills in a dynamic and progressive organization.*

***Current Working Experience:***

* IT & HR Assistant *(Since January 2019 till date)*

***3S Dealers of Indus Motor Company Limited***

***(Toyota Frontier Motors Peshawar)***

**Responsibilities:**

* *Networking.*
* *Hardware & Software Troubleshooting.*
* *Software Installation (Windows, Adobe Reader, Microsoft Office etc.)*
* *Payroll Preparation.*
* *Employ Handling.*
* *Manage Attendance, Leaves, Commissions etc.*

***Past Working Experience:***

* Computer Operator *(Since July 2017 to December 2018)*

***3S Dealers of Indus Motor Company Limited***

***(Toyota Frontier Motors Peshawar)***

**Responsibilities:**

* *Maintained Software.*
* *Communication with Indus Motor Company Staffs.*
* *Online Work at Genesis Indus Software.*
* *Charting in Excel.*
* *Prepare Weekly Presentation in PowerPoint for Managers.*
* *Online Entry at Indus Motor Company Portal.*
* *Enter data for Seasons Campaign.*
* *Monthly reports for Body & Paint advisors.*
* *Remind call for Appointment Customer.*
* *Prepare Appointment Sheet Daily Wise.*
* *Entry at Software.*
* *Make Invoices of Parts.*
* *Make Invoices of Consumable.*
* *Make Final Invoices for Customers.*
* *Make Appointment Sheet.*

***Academic Qualification:***

* *Master (Computer Science) in 2019 from Peshawar University.*
* *Graduation (Computer Science) in 2017 from Peshawar University.*
* *Intermediate (Computer Science) in 2015 from Govt College Hayatabad.*
* *Matriculation (Science) in 2013 from New Shehzad Model High School Peshawar.*

***Computer Skills:***

* *MS Office (Excellent In Excel, Word and PowerPoint).*
* *Microsoft Access.*
* *Excellent Internet Capability.*
* *Adobe Photoshop, Dreamweaver, Adobe Flash.*
* *Hardware & Software Troubleshooter.*
* *Networking.*

***Technical Certificate***

* *Diploma in Information Technology (DIT).*
* *Ms Office Certificate from Al-Noor Public School.*

***Languages Spoken & Written***

* *English.*
* *Urdu.*
* *Pashto.*

***Personal Profile***

*Father’s Name : Safeer Khan*

*Nationality : Pakistani*

*Religion : Islam*

*Date of Birth : 26-Oct-1997*

*Marital Status :**Unmarried*

*CNIC # : 17301-7896089-1*

***Reference***

* *To be furnished upon request.*