

**MUHAMMAD REHAN KHAN**

Kohat Pakistan

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**PERSONAL DETAILS**

Father Name	:Khan Bahadar
Date of Birth	: 08-07-1986
CNIC	: 14301-6103071-7
Nationality	: Pakistani
Marital Status	: Single
Address	: Khyber Colony Zahoor ul Islam Road Kohat Cantt.

**SKILLS**

- ✚ Ability to work well under pressure with excellent multi-tasking skills
- ✚ Excellent communication, interpersonal and presentation skills
- ✚ Worked as a team leader in several group assignments.
- ✚ Excellent knowledge of MS Office (including Excel) and good knowledge of MS Outlook.

**EXTRA SKILLS**

- ✚ **Marketing Diploma :** Govt Skill Development Council Lahore Pakistan.
- ✚ **MCSC SERVIR 2012 :** Govt Skill Development Council Peshawar Pakistan.

**EXPERIENCE**

- ✚ Performing Duty as an Coordinator From 2013 to till now at **Sarhad University Distance Education Center (ALCET KOHAT)**
- ✚ **Work Responsibilities**
  - i) Managing Student Database.
  - ii) Holding Responsibility of Correspondence with Sarhad University of Sceince & Information Technology Peshawar and Board of Technical Education Khyber Pakhtunkhwa Peshawar.

**EDUCATIONAL BACKGROUND**

**Master**

Degree: Msc Pak Studies  
Affiliated Body: AIOU Islamabad

**Bachelor**

Degree: B.A  
Affiliated Body: AIOU Islamabad.

**Diploma**

Degree: D.I.T  
Affiliated Body: Board Of Technical Education Peshawar.

**Intermediate**

Degree: F.A  
Affiliated Body: BISE Kohat.

**Secondary**

Degree: Secondary School Certificate (SSC)  
Affiliated Body: BISE Kohat.

CAREER OBJECTIVE

To work in a stimulating environment where I can apply & enhance my knowledge, and skills to serve the Institution to the best of my efforts with the opportunity for career advancement and professional growth

COMPUTER

(Operating System)

Win7, Win98, Win XP

(Basic)

Hardware, Software, Email etc

Languages:

English (Read, Write and Speak)

Urdu (Read, Write and Speak)

HOBBIES

- Played Cricket at Several District Tournaments Conducted by PCB.
- Remained Captain of Al-Shoaib Cricket Club Kohat.