

LAIQUE AHMED KHAN

OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth by use my strong administrative skills.

CONTACT

PHONE:
0315-3042210

EMAIL:
Laiq1933@gmail.com

HOBBIES

Volunteering
Creative Writing
Arts and crafts
Cooking
Music
Travelling

EDUCATION

BECHLOR OF BUSINESS ADMINISTRATION (Finance)
From University of Sindh
Date from 01-01-2020 To 31-12-2023

INTERMEDIET

From Shah Abdul Latif College Mirpur Khas
Date from 01-04-2016 To 31-03-2018

MATRICULATION

From Shah waliullah High School Mirpur Khas
Date from 01-04-2014 To 31-03-2016

OTHER CERTIFICATION

D.I.T

From SYMECS Mirpur Khas
Date from 01-05-2018 To 01-05-2019

WORK EXPERIENCE

ADAMJEE INSURANCE COMPANY (Internship)

Date from 01-10-2021 To 31-11-2021
Performed 08 weeks internship at Adamjee insurance Mirpur khas branch.

Key Responsibilities

Manage patty cash, Invoices and Administration work
Manage premium payments and client's documents

SKILLS

Communication skills
Management Skills
Teaching skills