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| **Cv** |  | **Shah Jehan** |
| ProfileI would like to utilize my skills for the development of organization and to prove myself better member for your organization To continue enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal and organizational growth to the best of my abilityContact0302935068603329126545**Address :** Muhalla Muqarab Khel Sufaid Dheri PeshawarLanguages EnglishUrduPashto**REFERENCES**Reference will be provided on request. |  | EDUCATION**BA :** 2015 Government college Hayatabad**FSC :** 2013 capital Degree College university town**SSC :** 2011  Iqra School and College academy town WORK EXPERIENCE**4 year experience as sales man in shoes factory**( manage factory account input output)( Deal All financial accounts )( Ability to deal the clients and provide material to the clients)**18 month experience in Sui Gas office** ( To identify complaints and manage the team as a team leader)**SKILLS**Office automation Responsibility to identify issuePerform receptionist and secretarial dutiesMaintain all file and official formsMonitoringManaging MS office Managing Excel WorkAbility to response quickly |
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