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| **Cv** |  | **Shah Jehan** |
| Profile I 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 ability Contact 03029350686  03329126545  **Address :**  Muhalla Muqarab Khel Sufaid Dheri Peshawar Languages English  Urdu  Pashto  **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 issue  Perform receptionist and secretarial duties  Maintain all file and official forms  Monitoring  Managing MS office  Managing Excel Work  Ability to response quickly |
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