

MOMIN KHAN
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Objective:

To accept any position of which I am qualified that provides challenges and opportunities for additional training and healthy learning.

Professional Experience:

- Company: Doha International Cargo & Services
 - Duration: April 2018-July2021
 - Position: Office Admin
- Company: Nakheel Landscapes
 - Duration: 1yrs
 - Position: Messenger and office driver
- Company: GLOBO(BRA)
 - Duration: 2month(FIFA-2022)
 - Position: Media organizer

Responsibilities:

- Records management and Excellent internal personal skills
- Handling basic office task, such as filing, delivering mail, answering emails and phone calls and data entry.
- Welcoming visitors and directing them to the relevant office/personnel.
- Securely delivers packages, documents, written and verbal messages and other items to intended location or recipient in a timely manner.

Academic record:

- BS Economics (2012)

Professional Skills:

- Ability to work under pressure
- Capable to work for long hours
- Flexible and quick learner
- Competency in taking challenges with confidence
- Excellent communication and interpersonal skills

Technical/Computer Skills:

- Windows Installation ,MS Word ,MS PowerPoint ,MS Excel

Interests:

Sports, Reading, Gym and Gymnastic Travelling and Conscious about Reading Books and Newspaper to keep my knowledge up to date

Languages:

- English, Urdu, Arabic

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