



Application for the post in your company

Afzaal Hussain Khan

Nationality	:	Pakistani
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Languages	:	Urdu – English – Arabic

OBJECTIVE

- ❖ To secure a position in a company where I could prove my skills for the benefits of the Company and My personal growth.
- ❖ To get a responsible position where I can noticeably contribute for the success of an organization.
- ❖ To enjoy advantage of my experience which I have acquired in my past 18 years.
- ❖ I am energetic man excellent interpersonal quality. Strong Communication.
- ❖ Skills essential for executing the job efficiently.
- ❖ I am a quick learner an assertive, results oriented team player with plenty of.
- ❖ Confidence and Professionalism at all times.
- ❖ Excellent understanding and working skills.
- ❖ Enjoy learning new methods & techniques & putting them into daily practice.

SCHOLASTIC

- ❖ Passed my Metric Examination form Multan Board of Secondary Education in 1992 - 93.
- ❖ Passed my intermediate Examination from Multan Borad of Higher Secondary education in 1994 - 96.
- ❖ Passed Three Years diploma in Mechanical Tech from Multan Board of Technical Education in 1995 - 7.

COMPUTER

- ❖ Windows installation
- ❖ M S Office
- ❖ Hardware & software
- ❖ Internet Browsing & Mailing

WORKING EXPERIENCE

- ❖ Worked with Burma International Freight Service as a Computer Data Operator from Feb 2000 to 2010.
- ❖ Worked with Municipal Corp Medina (KSA) as Computer Data Operator from 14th July 2011 to March 2023.

RESPONSIBILITIES

- ❖ Working on Computer Using Oracle based software system.
- ❖ Maintain daily monthly De-stuffing status report.
- ❖ Maintain daily Delivery status report.
- ❖ Making daily monthly activity reports.
- ❖ Manage time data of all employees.
- ❖ Making of all formats for daily use in office.
- ❖ Meetings with clients regarding problems.
- ❖ E-mailing, Data Management and Public relation dealing.
- ❖ Maintain all Record of Cargo in sheds.