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|  |  | FAhad khalil |
| Profile I am highly confident, organized and dedicated IT (Office & Admin) Assistant. I setup and maintain records, critical information and running high quality reports with an ability to improve working environment. I possess very Good interpersonal skills also having a Sales skills from my past experience.Contact **PHONE:**C:\Users\Hp\AppData\Local\Microsoft\Windows\INetCache\Content.Word\images.png0312-8001205 pngtree-whatsapp-mobile-software-icon-png-image_6315991 +923128001205**EMAIL:**fahadkhalil98@outlook.comActivities & InterestBody BuildingTraveling CricketBadminton |  | WORK EXPERIENCEIT Assistant Directorate of General Information Technology, Civil Secretariat (Jan-2018/June-2018) Admin & Customer Sales Representative Jazz Network **(Aug-2018/Sep-2019)**EDUCATION* **BUITEMS**

BS-COMPUTER SCIENCE (**2013-2017**)* **Govt. Musa Inter College**

Fsc.Pre-Engineering (**2011-2013**)* **St. Francis Grammar High School**

Secondary Education Matric (**2009-2011**)**SKILLS*** MS Office
* Adobe Photoshop
* Administration & File Handling
* Software Handling
* Customer Sales Relation
* Ability to Work Under Pressure
* Team Leadership & Support
* Written & Oral Communication skills
* Report Writing & Editing

Languages* English
* Urdu
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