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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.com Activities & Interest Body Building  Traveling  Cricket  Badminton |  | WORK EXPERIENCEIT AssistantDirectorate 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 |