

# Shahzaib Ali Khan

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**Father Name:** Sikander Ali Khan  
**NIC No:** 42201-8329948-5  
**Domicile:** Karachi Gulshan Town / 15276  
**Address:** A1/27 City Villas Main University Road Scheme 33 Sector 38/A  
Near Safora Chowrangi, Karachi.  
**Email:** khanfouzia333@gmail.com  
**Phone:** 021-34646239/ 0322-9737075  
**Date of Birth:** 26th May 1987  
**Language:** English/Urdu (Listening/Speaking/Writing)

## OBJECTIVE

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To pursue my excellence with hard work, dedication and self-determination to interact with the best of my profession approach towards my career, path and job assignment I enhance my dynamics and acquire knowledge about different services.

## EXPERIENCE

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AUG, 2017 – Till date

### AL-SHAYMAA PVT. LTD

Worked as Technical Examiner (SR. Officer)

- **look after all issue regarding technical activates including customer support**
- **Investigated and resolved customers' issues and complaints regarding technical and operational matters - Handled all queries and client feedback in a professional manner.**
- **Coordination and correspondence with Telco (Telenor, Mobilink and Ufone) .**
- **Mantain daily activity sheet and update records all over.**

11-JAN-08 – 08-Feb-08

### INTERNSHIP AT NATIONAL BANK OF PAKISTAN

Six weeks Training in the following departments.

- **Deposits**
- **Pension**
- **Remittance**
- **Clearing**
- **Account Opening**
- **NBP Reconciliation**

## OTHER COURSES

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**Jun 08 - Nov 08**

**CIT**

Certificate of Information Technology.

## EDUCATION

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<b>Jan 14 - July 15</b>	<b>MBA (HR)</b> Dada bhoj Institute of Higher Education, Karachi. (CGPA :3.00)
<b>2011</b>	<b>BBA (HONS)</b> Indus Institute of Higher Education, Karachi (CGPA : 2.96)
<b>2006</b>	<b>HSSC (COMMERCE)</b> Board of Intermediate Education, Karachi. (850/513)
<b>2004</b>	<b>SSC (SCIENCE)</b> Board of Secondary Education, Karachi (1100/482)

## QUALITIES

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- **Strong ability to maintaining high quality standards.**
  - **Excellent in communication skill.**
  - **Ability to inspire confidence and engage staff right across an organization.**
  - **Articulate, enthusiastic and self motivated.**
  - **Highly organized with good planning skills & Ability to work under pressure.**
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## INTERESTS

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- **Music**
- **Reading**
- **Internet surfing**
- **Video games**

## REFERENCES

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**Will be furnished on demand.**