

JIBRAN KASHIF



Summary

To obtain a position according to my qualification & experience, where I can maximize my training experience, program development skills and my learning abilities. Seeking a position in the environment, where there is a need for a variety of tasks & services

Skill Highlights

- Adaptability
- Strong decision maker
- Complex problem solver
- Photographer
- Creativity
- Innovative
- Service-focused
- Videographer

Experience

Biometric Officer — 9th JUL 2022 – till now

Gerry's Visa Karachi, Pakistan.

Receptionist, Cash Handling, Back Office Strategies, Documentation, Visa Submission Process, Daily Emailing, and CSR (Customers Services Representative)

Biometric Officer — DEC 2021 – 9th JUL 2022

Etimad Private Limited Karachi, Pakistan.

Receptionist, Cash Handling, Back Office Strategies, Documentation, Visa Submission Process, Daily Emailing and CSR (Customers Services Representative)

Pharmacy Assistant — DEC 2018 to NOV 2020

I.H.S (Integrated Health Services) at Govt Health Centre Seeta Distt Dadu

Handling Petty Cash, Logistics, Main Store Managements, Emailing Reports Daily, Weekly and Monthly.

Assistant Branch Manager — JUN 2016 to JUN 2017

Abdullah Medicos Dadu, Pakistan.

Handling bank accounts of medicos, Management of medicos & set duty roster.

Computer Operator — MAY 2013 to MAY 2016

Usama Medicos Dadu, Pakistan.

Daily billing, Closing and Emailing to companies on daily basis.

Education

Bachelor of Commerce: **B.com** — AUG 2021

Allama Iqbal Open University, Islamabad.

Certifications

Six months short course: **Computer Information.**

Rockford Institute Dadu — **Microsoft Windows XP, MS Office & Internet.**

Contact

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Languages

Sindhi

Urdu

English