

# DAWOOD KHAN

## Contact

- Address:  
3/93, Quaidabad Karachi
- Phone:  
03147930722
- Email:  
[Dk3628244@gmail.com](mailto:Dk3628244@gmail.com)  
[Dawoodkhanoffice@gmail.com](mailto:Dawoodkhanoffice@gmail.com)

## Languages

- English
- Urdu

## Personal information

- FATHER NAME : HAMEED KHAN
- DATE OF BIRTH : 22-NOV-2002
- MARITAL STATUS : SINGLE
- CNIC NO : 42501-1490540-7
- NATIONALITY : PAKISTANI
- RELIGION : ISLAM

## Education


- Matriculation from Bright Vision Grammar School.
- F.S.C (pre-engineering) from Aisha Bawani College.

## OBJECTIVE

To enhance my working skills and refine my knowledge to become and assist for this organization.

## Summary

Had been working in the department of back-office executive at

DU- telecommunication  as well as ALWAFIQ Global Private Limited .

## Skill Highlights

- Verification calls
- Supporting documents
- Email and chat support
- Du Online Activation
- Photoshop
- MS Excel
- Sales & Marketing
- Credit veification
- Number Browsing
- Reporting
- Daily Sales Report
- Inpage
- MS Word
- MS Power point

## Experience

- Back office executive at Du Telecommunication



- Alwafiq Global Private Limited



Having experience of back-office department at du telecommunication. From the platform of ALWAFIQ Global Private Limited, in which having command of verification calls, supporting document, email and chat support services, number browsing system, daily sales support, credit verification, sales and marketing as well.

## Certifications

- C.I.T course: At young laiqabad Karachi