

Muhammad Moiz Khan

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Summary

Hi, I'm Muhammad Moiz Khan, a BBA student at KIET and a professional freelancer at Upwork. I'm passionate about personal and professional growth, and I'm always eager to learn new skills and take on new challenges.

As a freelancer, I offer high-quality virtual assistance, customer service, transcription, and data entry services, delivering exceptional results and ensuring every detail is impeccably managed. I have multiple certifications, including the Fundamentals of Digital Marketing by Google Digital Academy. As a cashier, stockist, and accounts handler at a surgical warehouse, I use the powerful Oracle Software to orchestrate seamless operations, covering everything from sales and purchases to returns and ledger management. This experience has honed my skills in supply chain, data analysis, and problem-solving.

I'm not just limited to these domains. I also excel in customer relationship mastery, inventory wizardry, data alchemy, communication, and teamwork. I'm looking for synergies with people and organizations that share my values and goals, and that can offer me opportunities to grow and contribute. If you are looking for a collaborative and adaptable partner who thrives on challenges, let's connect and create remarkable results together.

Experience

Professional Freelancer

Upwork

Apr 2020 - Present (3 years 9 months)

** Oracle Software*

Professional Freelancer

Fiverr

Jul 2018 - Present (5 years 6 months)

** graphic design*

Cashier, Stockist, Accounts Handling

Mk Surgical

Jan 2021 - Sep 2023 (2 years 9 months)

Education

Karachi Institute of Economics and Technology

Bachelor of Business Administration - BBA, Accounting and Business/Management

Jan 2020 - Jul 2024

Govt Inter Boys Commerce College

HSC - Inter Commerce, Accounting and Business/Management


Mar 2017 - May 2019


Prince Oxford English School

SSC - Matriculation

Aug 2007 - Oct 2016

Licenses & Certifications

 **Fundamentals of digital marketing** - Google Digital Academy (Skillshop)
190774345

 **Computer Information Technology (CIT)** - Korean Computer Academy

Skills

Record Keeping • Purchase Orders • Order Processing • Google Sheets • Data Validation • Data Privacy • Data Management • Problem Solving • Microsoft ~~Excel~~ ^{Word} • Communication