

RIZWAN KHAN



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ADDRESS

Village Mumtazabad, P.O Pallangi Tehsil &
District, Haveli Kahuta, Azad Kashmir

SKILLS

- Flexibility Adoptability
- Team Work
- Time Management
- Problem Solving
- Supervision

PERSONAL PROFILE

Father's Name : Maroof Ahmed Khan
N.I.C No : 82103-8103986-5
Date of Birth : 27-02-1991
Domicile : Haveli Kahutta (AJK)
Religion : Islam
Nationality : Pakistani
Marital Status : Single

OBJECTIVES

- To work with an organization that could utilize my skills and Knowledge and provide me an environment that could polish my abilities.
- I have adaptability to adjust myself in all types of environment and societies and having strong communication and personality enhancement aptitude, self-motivated person and believe in only hard working.

WORK EXPERIENCE

BILLING EXECUTIVE /BELLMEDX

1 Year

VOBs (Verification of benefits) and Eligibility through Portals & calls.

COMPUTER OPERATOR/PAF

1 Year

Responsible for routine correspondence, record keeping, minutes and finance reports. Also accomplished additional tasks as assigned by the office.

CSR/AFFAN TECH.

1 Year

Responsible to serve customers by providing IT products and services, information and resolving the issues. Attracting potential customers by offering services over the phone.

LANGUAGES

- Urdu
- English
- Local Languages

REFERENCE

Will be furnished on demand

EDUCATION

Class	Division	Board/University
Matric	1 st	Board Of intermediate & Secondary Education Mirpur
I.Com	2 nd	Board Of intermediate & Secondary Education Mirpur
B. Com.	2 nd	The University of Azad Jammu & Kashmir
MBA(HR)	2 nd	University of The Poonch Rawalakot Azad Kashmir.

PROFESSIONAL QUALIFICATION

- 6 months Professional Computer course from IT board of Azad Jammu & Kashmir.
- 3 months basic Computer course from Sardar Shams IT center Bagh AJ&K

AWARDS / CERTIFICATIONS

- Wishers of Success in Project management training from The University of Poonch Rawalakot.
- Advance First Aid Training Certificate from Pakistan Red Crescent society (PRCS).
- Certificate of Participation in training of Media from Kashmir Institute of International Relations (KIIR).
- Certificate of Appreciation for volunteer in "Bagh Book Maila" organized by CDM.
- 02 months internship in HHRD in Finance Department.