

# Imtisal Khan

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03338442649  
10.9.1993



**Objective Statement:** To obtain a Job relevant to my talent that will provide me with the possibility of advancement and opportunity to improve my skills and to provide a better service to your Organization.

## Skills:

- Negotiation Skills.
- Good Communicator.
- Able to work under pressure.
- Planning, implementing and evaluation skills.
- Knowledge of modern office procedures and processes.
- Relevant computer software and hardware applications knowledge.
- Able to establish and maintain healthy working relationships with people in course of work.
- Potentiality to learn; to take initiative and work independent, or as part of a team.
- Well organized and meet deadlines easily.

## Education

- BS(Computer Science) from Bahria University Islamabad.
- Fsc (Pre-Engineering) from Fauji Foundation Model School and Inter College Khushab, Board Sargodha.
- Matric (Science) from Fauji Foundation Model School Jauharabad, Board Sargodha.

## Ambition

I hope to find challenging and fulfilling work that will allow me to further my expertise while working within a team and growing with the organization. You will find me to be a positive, motivated, and hard-working person who is keen to learn and contribute.

## Computer Skills

488

Operating System : Windows Xp, Vista, Win 7/8/8.1/10  
Software's : Microsoft (word, power point, excel), Latex, Microsoft Visio.  
Internet : All Search Engines, Emails, Browsing

### Language Skills

English, Urdu

### Personal Information

CNIC : 38201-6910828-5  
Date of Birth : 10 Sep, 1993  
Sex : Male  
Nationality : Pakistani

### Declaration

I hereby declare that the above furnished information is true to the best of my knowledge.

- IMTISAL KHAN