

Sher Ali Khan

Administration Clerk, Sales Marketing, Customer Service



Contact Me

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Address

Commercial Mowuilah Building No
1592 Sharjah United Arab Emirates

Birth Date

23/Feb/1998

Summary

I am a hard-working and driven individual who isn't afraid to face a challenge.

I'm passionate about my work and I know how to get the job done.

I would describe myself as an open and honest person who doesn't believe in misleading other people and tries to be fair in everything I do.

I use a creative approach to problem solve. I am a dependable person who is great at time management.

I am always energetic and eager to learn new skills.

Flexible.

Hardworking

Honest

Skills

Soft and Smooth Driving Skills

Computer proficiency.

Leadership experience.

Communication skills.

Coral Draw

Outlook

Inpage

Photoshop

Ms Office

Collaboration talent.

Problem-solving abilities.

Communication skills.

Filing / paper management.

Bookkeeping.

Typing.

Equipment handling. ...

Customer service skills. ...

Research skills.

Self-motivation.

Education

University Of Swat

Bachelor Of Commerce (B.Com)

Technical Education Peshawar

Diploma Information Technology (DIT)

Allama Iqbal Open University Islamabad

Associates Degree Education (ADE)

Experience

2022 - 2022

Al Tilal Pvt Passenger Transport Al Sharjah

Admin

Transport administrators coordinate the movement of goods, products, materials, or passengers.

freight.cargo, or passenger transportation services, prepare

transportation, schedules, and plan routes.and Drivers Monthly Salary's

Languages

English, Arabic,Urdu,Pashto

Nationality Pakistani

Interest

Sports
Gaming
Music
Traveling
Consider independence important.
Consider achievement important.
Consider good working conditions important.
Consider recognition important

Licence Details

Heavy Bus
Issued place Al Sharjah
Licence No. 840923
Issued date 23/06/2022
Expire date. 17/06/2024



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https://m.me/sheralikhaan388



@sherali34106517

10/02/2020 -
24/10/2021

Pakistan National Army

Administration Clark Finance Deptt

An Office Clerk's responsibilities include answering phones, taking messages, handling mail and scheduling appointments. Other everyday duties include collecting information, faxing, scanning, making copies and data entry and support administrative staff.
Assist an administrative manager in handling administrative operations.
Greet clients and visitors and resolve their inquiries.
Assist and support sales and marketing teams.
Assist the accounting department in accounting functions.
Prepare and verify accounts receivables and accounts payable records.
Handle and organize office filing systems effectively.
Maintain stationery, office equipment and inventories.
Knowledge, Abilities and Skills
Working knowledge of The Workplace Safety and Health Act and related legislation.
Good Organizational orally and written communication skills.
Knowledge of the interface between labour and management in the workplace.

2015 - 2022

State Life Insurance Corporation Pakistan

Sales Representative (Part Time)

Meeting or exceeding sales goals.
Negotiating all contracts with prospective clients.
Helping determine pricing schedules for quotes,promotions,and negotiations.
Preparing weekly & monthly reports.
Public speaking skills
Product Knowledge.
Business Communication.
Client Engagement.
Active Listening, Speaking
Conflict Management & Resolution.
Sales Presentations / Demos.

I hereby state that, all information given above is clear and true to the best of my knowledge:

SherAliKhan