



IRFAN KHAN (MBA Finance)

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Hor Al Anz, Deira Dubai, UAE

Qualification

- ◆ MBA - 1.5 Years
- ◆ BBA (Hons) - 4 Years

Expertise

- ◆ Accounts payable
- ◆ Sales Expert
- ◆ Time Management
- ◆ Customer Service
- ◆ Complex Problem Solver
- ◆ MS Office

Languages Spoken

- ◆ English
- ◆ Urdu
- ◆ Hindi
- ◆ Pashto

Personal Information

Date of Birth 29-03-1991
Passport No MN4154631
Nationality Pakistan
Gender Male
Marital Status Single
Visa Status Visit Visa
Date of Expiry 22-02-2024

CAREER OBJECTIVE

Looking to be acquainted with a good and well-established organization that provides me with a challenging in the environment than enabling me to improve my skills chosen field and contribute substantially to the growth of organization as a team player.

WORK EXPERIENCE

| | |
|--------------|----------------------------|
| Organization | State Life Insurance |
| Designation | Health Facilitator Officer |
| Duration | 2019 – 2022 |
| Place | Swabi, Pakistan |

| | |
|--------------|------------------------|
| Organization | Jubilee Family Takaful |
| Designation | Relationship Officer |
| Duration | 2018 – 2019 |
| Place | Swabi, Pakistan |

Responsibilities:

- ◆ Administration and public dealing
- ◆ Office management/Files management
- ◆ The patient identification, Admission and Discharge through HMS.
- ◆ Scrutiny of the prescription, checking of medicine & follow ups.
- ◆ Communication within the office as well as with the head office.
- ◆ Maintenance of record for audit purpose.

Additional Information:

Hobbies and interests:

- ◆ Interested in field of Business Management.
- ◆ Expertise in the field of Accounting & Finance.
- ◆ Book reading on the economic & Business.
- ◆ Interested in traveling and games.
- ◆ Using the social media for searching & surfing the articles & books.

Communication and interpersonal skills

- ◆ Excellent communication and presentation skills
- ◆ An analytical approach to work
- ◆ Problem-solving skills and initiative
- ◆ Negotiation skills and the ability to influence others
- ◆ Good time management skills and the ability to prioritize

Declaration:

I do hereby declare that the above-mentioned details are true to the best of my knowledge.

IRFAN KHAN