

# ZIA KHAN

## PROFESSIONAL PROFILE

Seeking a job position in a reputed firm in order to build a long-term career by investing the best of my technical knowledge, Professional Experience & Educational qualifications and to serve the organization with an outstanding output.

## EXPERIENCE

- ❖ Two-year experience as a stall and market salesperson at Nejoom Texas Auto Spare Parts Tr. UAE Sharjah. **(Current Employee)**
- ❖ Two-year experience as an Admin at Meesaq Schools KSK Campus Swabi Pakistan.

## ACADEMIC BACKGROUND

### Abdul Wali Khan University – Mardan

2014 – 2018

BCS (SOFTWARE):

CGPA: 2.74/4.0

### Board of Intermediate & Secondary Education – Mardan

2012 – 2014

HSSC (PRE-ENG):

1<sup>st</sup> Division

### Board of Intermediate & Secondary Education – Mardan

2010 – 2012

SSC (SCIENCE):

1<sup>st</sup> Division

### Skill Development Council – Peshawar

28/06/2010 – 29/09/2010

Competency Based Certificate:

## LICENSE

- ❖ Valid UAE Driving License (Light M/T & A/T) issued on 22.05.23

## ACHIEVEMENT CERTIFICATES

### Participated In World Health Organization (WHO) courses:

- ❖ COVID-19 vaccination training for health workers.
- ❖ Incident Management System (Tier 2).

### Participated In DigiSkills.pk courses:

- ❖ AutoCAD
- ❖ Digital Literacy
- ❖ Virtual Assistant

### Participated In Amazon Web Services (AWS) courses:

- ❖ AWS Cloud Practitioner Essentials.
- ❖ Getting Started with AWS Security, Identity, and Compliance.



## CONTACT



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United Arab Emirates,  
Sharjah, Industrial Area 2

## SKILL

Customer Service

Management

Problem Solving

Data Entry

Teamwork

Cash Handling

Sales & Purchasing

## SOFTWARES

MS Office

Auto CAD

Coral Draw

Companies Software's

## HOBBIES

