



KIRAN

CONTACT

KIRAN KHALID

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Kirankhalid205@gmail.com

Nationality Pakistan

Date of Birth 15-01-2000

Passport No. AV490071

Address Tourist Club Area
Abu Dhabi

SKILLS

Human Resource Mgt

Digital marketing

MS Office Word, Excel,

PowerPoint, outlook

Project Management

Total Quality Management

LANGUAGES

English

Urdu

Hindi

Punjabi

STRENGTHS

Quick Learner

Problem solving

Team Work

Communication

Leadership

An enthusiastic officer able to pursue a challenging career with dedication to fully utilize my knowledge, skills and abilities while making a significant contribution to the success of the company. Seeking to obtain a position at your reputable organization where I can sturdy expertise in my field and maximize managerial skills that can be applied for the more.

EXPERIENCE

Assistant Manager

Arhum Enterprise

- Helps to coach, counsel, and discipline employees.
- Aids in developing, coordinating, and enforcing systems, policies, procedures, and productivity standards.
- Identifies strategic goals by gathering pertinent business, financial, service, and operations information

Customer Service Representative

Zong 4G (Bhimber, Azad Kashmir)

- Identifying and assessing customer's need and dealing their complaints.
- Discussing company's new services and about new charges.
- Keeping records of customer's interactions, processing adjustments and file documentation.

EDUCATION

Bachelor of Business Administration (BBA)

University of Gujrat (2018-2022)

CGPA: 3.46/4 specialization: HR

ICS (statistics)

BISE Gujranwala (2016-2018)

Division: 1st Grade: A+

Matric

BISE Gujranwala (2014-2016)

Division: 1st Grade: A

References

References will be provided on demand.