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Abu Dhabi Musafah 5, UAE



Pakistan

EDUCATION

BA Arts , International
RelationsPolitical Science
University of Sargodha
Pakistan

LANGUAGES

English B2

Upper intermediate

Urdu C1

Advanced

Arabic A1

Beginner

ZUBAIR KHAN

PROFESSIONAL SUMMARY

Offering strong administrative skills and keen eye for detail. Knowledgeable about basic clerical tasks and adept at managing time efficiently. Ready to use and develop organisational, communication, and teamwork skills in [\[Desired Position\]](#) role.

SKILLS

- Creativity
- Teamwork
- Interpersonal skills
- Communication
- MS office proficiency
- Document management
- Filing systems knowledge
- Customer service
- Time management
- Basic accounting
- Task prioritisation

WORK HISTORY

November 2021 - October 2023

ILM College Sargodha - Junior Clerk, Sargodha, Pakistan

- Efficiently managed administrative tasks to ensure smooth college operations and surpass expectations as a junior clerk

October 2020 - August 2021

Bakely Lahore - Cashier, Lahore, Pakistan

- Provided exceptional customer service to resolve complaints and reviews, ensuring a positive shopping experience for high volume customers daily

January 2020 - August 2020

Eagle Call Centre Lahore - Agent, Lahore, Pakistan

- With the hard work creativity admirable duty

January 2018 - January 2019

Fri Chiks Sargodha - Cashier Counter Staff, Sargodha, Pakistan

- Provided excellent customer service with honesty, integrity, and precision to ensure efficient and accurate service