**Nisar Khan**

Mobile NO#03035555555

Date of birth 07 MARCH 1986

EMAIL nisarkhan@jobz.pk

**Objective**

Obtain a position where I can maximize my management skills, quality assurance, program development, and training experience.

**Education**

Matric 1st Division(Federal Board) 2001

FA 2nd Division(Federal Board) 2003

BA 2nd Division(Al.Khair University) 2008

MBA CGPA 3.57(Rifah International University) 2011

**INTERNSHIP**

New Jubilee Insurance Company (6 weeks)

MCB Bank (2 months)

**SKILLS**

MS OFFICE (word,exel,power point)

**Communication** - Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.
**Problem solving** - Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality.
**Team Player** - Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.
**Planning and organizing** - Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
**Systems knowledge** - Peoplesoft and Oracle.  Experience in preparing and analyzing reporting data for management accurately and to timescales.

**Marital status** Un married