**MUHAMMAD NABEEL KHAN**

**DOB:** 12-April-1995

# Carrier Objective & Personal Statement:

To get a growth job in a professional environment that provides me learning opportunities and offers a chance to utilize my core competence. I am Competent and hardworking with excellent organizational skills and methodical approach to responsibilities.

# Academic Qualifications:

**Bachelors of commerce (B.com)** From Punjab University 2016

**Intermediate (I.com)** From Federal Board 2013

**Secondary School Certificate (science)** From Federal Board 2011

# Professional Qualifications:

**Diploma in Accommodation Operation & Services,** **Oct 26, 2015 to May 22 2016 Level-II**

“Hospitality Management Training Program” (HMTP), **Human Development Resource Center**, Hashoo Foundation Rawalpindi.

**Major Theoretical Sessions Are:** Introduction to Hospitality, Fundamentals of Hotel, Housekeeping & Front Office Operations, Fire Safety, HACCP, Stewarding, Design & Décor, Life Skills, Interpersonal & Communications Skills, and IT Skills.

# Professional Competencies:

**IT Skills:**

Microsoft Office (MS Word, MS PowerPoint, MS Excel)

Internet Browsing & Searching

**Professional Skills:**

Good Interpersonal & Communication Skills

Organizing & Negotiating Skills

Working under pressure and to meet deadlines

Good Team Working Skills

Ability to learn and adapt

# Language Skills:

**English:** Speak, Read, Write, Listen

**Urdu:** Speak, Read, Write, Listen

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**Job Seeker First Name / CV No: 1836006**

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