**CURRICULUM VITAE**

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#  MUKHTIAR ALI KHAN

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**Career Objective**

A suitable position which excellent skills, enthusiastic customer relationship, and interpersonal skills with a frontline organization.

**Work Experience**

* Worked as Data entry Operator/Computer Operator in Pakistan for 4 years.
* Worked as a store keeper in UAE
* One year experience as field mobilization officer/Field coordinator.

**Educational Qualification**

* Bachelor of Commerce (B.com)
* Diploma in Information Technology
* Diploma in Computer Science

**Computer skills**

* Ms Office full package (Ms Excel, Ms Word, Power point and one Note.
* Graphic Designing (Adobe Photoshop, Ulead, Corel Draw)

**Personal Details**

 Nationality : Pakistani

 Religion : Islam

 Marital Status : Single

**Passport Details**

 Passport No : QK1791532

 Date of Issue : 24/09/2013

 Date of Expiry : 23/09/2018

 Visa Status : Residence Visa (Transferable)

**Skill /Qualifications:**

Data Entry Skills, Typing, Confidentiality, Attention to Detail, Thoroughness, Independence, Documentation Skills, Problem Solving, Analyzing Information, Dependability, Results Driven, Computer Hardware & software installation etc.

**Strength**

* Equipped with leadership qualities, hardworking, punctual, ability to work under cross –culture environments.
* A keen communicator with exceptional inter personal relationship skills. Pleasing personality and self-motivated.

**Trainings**

* Attended one day capacity building workshop on child protection from Sparc.
* Attended three days CBW on child protection, child right, life skill, human rights from SDF.
* Two days Training on Drr (disaster risk reduction) from SDF.
* Two days training on life skill from SDF.
* Two days training on Research Methodology from World Vision

**Language Known**

* English
* Urdu
* Pashto
* Hindi