



# ABU TURAB KHAN



## Personal Detail

Father Name: Abdul Jabbar Khan  
Date of Birth: Feb26, 2000  
CNIC: 35202-6816034-5  
Religion: Islam  
Nationality: Pakistani  
Passport No: G8483963  
Marital Status: Single



## Contact

Mohallah Gujar-Morha,  
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## Skills

- Strong marketing & communication skills.
- Work well independently and as a team player.
- Can work under stressful conditions.
- Comprehensive analytical skills and problem-solving ability.
- Written and verbal communication skills.
- Professional MS Office usage and Software awareness.
- Expert in English, Urdu, and Local Languages.

## Extra-Academic Activities

- Performed social activities in different institutions and organizations for more than 120 credit hours.
- Performed Entrepreneurial (Business) activities for seven days in different urban areas.
- Certificate of Participation in different conferences, seminars, and training sessions.



## Profile

I AM SEEKING A REPUTABLE FIRM THAT OFFERS OPEN DAYS, WHERE I MAY SHADOW EXPERIENCED LEGAL EXPERTS TO LEARN ABOUT THE DAYS TO DAY OPERATIONS & PROTOCOLS WITHIN A PROFESSIONAL PRACTICE. I WANT TO SUCCEED IN A STIMULATING AND CHALLENGING ENVIRONMENT, BUILDING THE COMPANY'S SUCCESS WHILE I EXPERIENCE ADVANCEMENT OPPORTUNITIES.



## Education

### HSSC (CS) 2015-2016

(Jinnah Jam-E School & College, Haripur)

### FSC (CS) 2017-2018

(Jinnah Jam-E School & College, Haripur)

### BS-Economics: (Graduated) 2018-2022

(University of Haripur)

### Diploma in Information Technology: 2021-2022

(Government College of Management Sciences, Haripur)

### Computerized Accounting By NAVTTC: 2022-2022

(Government College of Management Sciences, Haripur)

### Virtual Assistant Training BY DigiSkills.pk: Nov 2022- JAN 2023

(Certified by Virtual University, & Ignite)



## Work Experience

### ● VENDOR/ RETAILER [2018 – 2022]

4 Years' experience as being a vendor with strong communication skills, finance & mathematics, analytical ability, decision making & negotiation.

### ● DUBAI ISLAMIC BANK PAK LTD. INTERNSHIP [AUG 10th 2022 – OCT 10th 2022]

60 days experience in greeting visiting clients, client complications analyzing, account opening, data entry, document scanning & printing.

### ● ENABLERS.ORG TRAINEE [OCT 13TH 2022 – DEC 13TH 2022]

60 days experience of work with virtualization technology, Digital market analysis, Amazon Private Label & Wholesale Market analysis & plan generation, sales & marketing skills, and international client greeting.