

Curriculum vitae

Muhammad Saleem Khan

Objective:

Possess excellent Organizational, Administrative, Analytical, Problem solving, Decision making, Sourcing, Client convincing, Negotiation, Team building, Managerial and Computer Software & Hardware skills. Now looking to start a new challenging career, as administrative position within exigent organization.

Personal Details:

Current Address	Street # Fuzan Al Sabeq, Distt # Al Khabib, City # Buraidah, Kingdom of Saudi Arabia.
Voice	+966548654611
E-Mail	Saleem2015.sk75@gmail.com
Date of Birth	01-01-1992
Gender	Male
Marital	Married
Nationality	Pakistani
CNIC No	17301-1760108-3
Iqama No	2608649527

Passport Details:

Passport No	TW4121083
Issue Date	05 AUG 2024
Expiry Date	04 AUG 2029

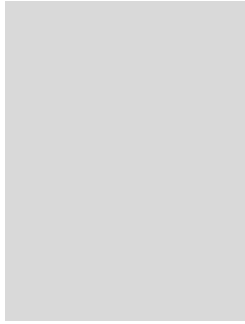
License Details:

License Type	HTV License Holder
Issue Place	Kingdom of Saudi Arabia
Issue Date	25-04-2017
Expiry Date	06-01-2027

Academic Qualification:

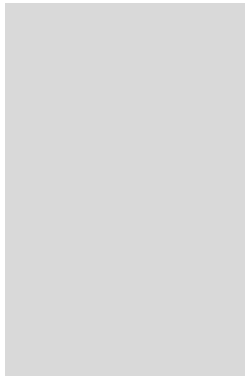
SSC/Matric	Passed from B.I.S.E Peshawar, KPK, Pakistan
HSSC/F.A	Passed from B.I.S.E Peshawar, KPK, Pakistan

Work Experience:



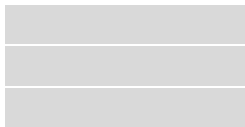
- ❖ 03 years of experience as a delivery driver in Al Zaharani ceramic.
- ❖ 02 years of experience as a driver and salesman in Mada logistic Al Kabli Marketing.
- ❖ Knowledge of road and rules of traffic police in KSA.
- ❖ 03 years of experience as a Forklift operator in Government cola Company Pakistan.

Computer & Other Skills:



- ❖ MICROSOFT OFFICE Suite 2007 (MS Word, MS Excel, MS Power Point)
- ❖ Internet
- ❖ Microsoft Window
- ❖ Installation
- ❖ Computer software Operator
- ❖ Operating Systems: Windows 7, NT, Windows XP

Hobbies:



- Reading books,
- Attending fitness gym,
- Travelling and net surfing.

Languages:

English
Urdu
Pashto
Arabic