CURRICULUMVITAE

Add Your Picture

|  |
| --- |
| **Salman Khan**  11710 Tabarbour, Dubai  Contact No.: 07 9669 7865  Email address: Salmankhan@gmail.com |

**OBJECTIVE:**

2017 international business graduate, seeking to leverage acquired academic knowledge and work experience to effectively fill an office clerk position. A dedicated worker aiming to help achieve company goals and take on more responsibility as quickly as possible.

Ability to work independently with high motivation toward new knowledge and a good team worker with evidence by my excellent performance during internship and the university.

**WORK EXPERIENCE:**

**9 Years of Professional Experience**

**Senior Salesman**:   
DAS International Group of EST, Business Department   
*Abu Dhabi, UAE*

**Duties & Responsibilities**

* **Responsibility no 1**
* **Responsibility no 2**
* **Responsibility no 3**
* **Responsibility no 4**
* **Responsibility no 5**

**Relevant Skills:**

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
* Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* Outlook: Very much familiar to use outlook.

**Salesman**:   
UK International Group of EST, Business Department   
*Abu Dhabi, UAE*

**Duties & Responsibilities**

* **Responsibility no 1**
* **Responsibility no 2**
* **Responsibility no 3**
* **Responsibility no 4**
* **Responsibility no 5**

**Relevant Skills:**

Electronic Data Processing Knowledge:

Excellent in Microsoft Office Program:

* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
* Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* Outlook: Very much familiar to use outlook.

**EDUCATIONAL BACKGROUND:**

**Bachelor of Business (Hons)** (International Business)   
Limkokwing University of Creative Technology (LMKO)   
*Cyber Jaya,* ***Malaysia***October 2014- July 2017

**Al Abba Boys' School**   
Secondary Education   
*Abu Dhabi,* ***United Arab Emirates***September 2007- July 2012

**Relevant Qualifications:  
Languages:**

* English: Fluent in speaking and writing
* Arabic: Mother language

**PERSONAL INFORMATION:**

Full Name: Salman Khan  
Nationality: American  
Marital Status: Single  
Date of Birth: May 21, 1995  
Place of Birth: Abu Dhabi, United Arab Emirates

**References:**will be provided on demand