AMAR KHAN

Master of computer science

contact

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Pakistan province kpk in Mardan

https://studio.youtube.com/channel/UCplyotEFGyw bOsYeVnn8qBg

education

(May 2015)
MASTER OF COMPUTER SCIENCE,
Graduated magna cum laude

key skills

Microsoft Office

Urdu and English

Web and tech savvy

Typing speed of 70 WPM

Problem solving

Team leadership

awards

(May 2018)
AWARD TITLE / Brand

profile

Master of computer science with 9+ years of experience preparing lik websites, writing typing speed very fast. Possesses a master of compu and expertise in Microsoft Excel.
Looking to leverage my knowledge and experience into a role as Proje

professional experience

(September 2017 – Present)
Master of computer science
Pakistan province kpk Abdul Wali khan university.

- Schedule and coordinate meetings, appointments, and travel arrangeme supervisors and managers
- Trained 2 administrative assistants during a period of company expansio attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

(June 2017 – August 2019)
SECRETARY
BRIGHT SPOT LTD – Boston, MA

- Type documents such as correspondence, drafts, memos, and emails, ar prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondenc
- Purchased and maintained office suppled inventories, and always carefu adhered to budgeting practices
- Greeted visitors and helped them either find the appropriate person or an appointment

(June 2015 – August 2017)
SECRETARY
SUNTRUST FINANCIAL – mardan, IL

- Recorded, transcribed and distributed weekly meetings
- Answered upwards of 20 phone calls daily, taking detailed messages
- Arranged appointments and ensured executives arrived to meetings wit clients on time