

**Usama Muhammad Khan**

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+973 36691510

Usamakhan936@gmail.com

Block No:351,Road No:5127,

building No:1421 Alsuwayifiyah,

Manama, Bahrain

**Driving license No: - 940628961**

**Objective**

To secure a position where I can efficiently contribute my skills and abilities for the growth of the organization and build my professional career and to join an organization that offers me a constructive workplace for communicating and interacting with customers and people.

**Education**

***Diploma in Associate Engineer (Electronics)***

2016

Jinnah polytechnic Institute

Pakistan

***CCTV short course***

TTC (Technical training Center)

2016

Pakistan

***Stenography***

TTC (Technical training Center)

2016

Pakistan

**Skills**

Languages,

English,Hindi,Urdu,stenography

OS,

Windows, Linux, Android, IOs.

**Applications**

MS Office 2003/2007/2010/13, MS Power Point, MS Excel.

**Other Skills**

* Good communication skills
* Fluent in English
* good Social Network

**Interests**

* Swimming
* Video games
* Film making
* Cricket / Football

**Experience**

1. ***Admin Assistant***

**February 2017 – Present**

**Security Solutions Co. WL.L**

**Bahrain**

**DESCRIPTION**

Work as an Admin Assistant

* ***Handling day to day accommodation maintenance and issue.***
* ***Payroll for all the employees***
* ***Scheduling for Security Guards on the company software.***
* ***Supervising of control room.***

1. ***Maintenance Engineer***

**September 2015 - Jan 2016**

**Shangrila Pvt limited**

**Pakistan**

**DESCRIPTION**

Work as Mechanical Engineer Assistant

* ***Assists Engineer in modification and installation of mechanical parts.***
* ***Maintenance of Filling machine.***
* ***Maintenance of vacuum and transfer pump.***
* ***Solve errors during production.***

1. ***Sales Man***

**Nov 2013 - Aug 2015**

**Denim outlet**

**Pakistan**

**DESCRIPTION**

Work as Sales Representative in a denim outlet.

**Major Responsiblities**

* ***Directs customers by escorting them to racks and counters,suggesting items.***
* ***Advises customers by providing information on products.***
* ***Helps customer make selections by building customer confidence offering suggestions and opinions.***
* ***Documents sale by creating or updating customer profile records.***
* ***Processes payments by totaling purchases; processing checks, cash, and store or other credit cards***
* ***Contributes to team effort by accomplishing related results as needed.***

1. ***Call Center Representative***

**Mar 2011 - sept 2013**

**Blitzkrieg(outbound)**

**Pakistan**

**DESCRIPTION**

2 Year Experience of call center representative in outbound campaigns.

**Major Responsiblities**

* ***Answers inquiries by clarifying desired information; researching, locating, and providing information.***
* ***Resolves problems by clarifying issues; researching and exploring answers and alternative solutions; implementing solutions; escalating unresolved problems.***
* ***Sells additional services by recognizing opportunities to up-sell accounts; explaining new features.***
* ***Maintains call center database by entering information.***

***Personal Details:***

* **Name: Usama Muhammad Khan**
* **Date of Birth: 7th June, 1994**
* **Nationality: Pakistani**