**IBTIHAJ KHAN** 

**FLAT#220 JABL E REHMAT TOWERS BLOCK 16 GULISTAN E JOHAR**

0335-3045807 khanibtihaj2@gmail.com

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**OBJECTIVE**

To seek a challenging career with a progressive organization that provides an opportunity to capitalize my Technical skills and abilities in fields of Management Sciences.

**SUMMARY OF QUALIFICATIONS**

* Pursuing a degree of Bachelors of Science in Business Administration
* Proficient in communication & MS Office

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| **EDUCATION** | | |
| **Bachelor of Science in Business Administration** | |  |
| Iqra University North Campus, Karachi Department  Of Business Administration | 2015-2019 | |
| Cumulative GPA: 2.56 | |  |
| **Intermediate of Commerce**  Government Premier College For Men, North Nazimabad  Board of Intermediate Education, Karachi | | 2014 |
| **Matriculation from Computer Science**  Brilliant Career Secondary School, Nazimabad  Board of Secondary Education, Karachi  Grade obtained: A | | 2012 |

**SKILLS**

* Ability to learn procedures quickly for performing any job
* Ability to work in highly pressurized work environment
* Flexible for any new job or assignment if job rotation is done
* Skilled to keep everything updated for the smooth running of operations
* Manage the work effectively and efficiently
* Have the ability to open and close the office on time if any emergency occurs
* Can handle any hostile situation or event
* Make decisions based on facts and figures

**RESEARCH EXPERIENCE**

**Graduate Research Assistant** 2018–2019

**Faculty of Business Administration**, Iqra University North Campus, Karachi.

* Conducting research on Use of technology at dinner table.
* Conducting research by going in field
* Determining and weighting the variables influence of Navigational design, Informational Design, collaboration design on Conversion.