

khalil hussai shah
chuadhary bostan khan road makkah tower
03482155826
syeedkhalil00@gmail.com

oct __ 2019

Mr. [Hiring Manager's Name]
XYZ Manager Position
XYZ Company Name, Inc.
XYZ Company Full Address

Dear Mr. [Hiring Manager's LastName],

Thank you for taking the time to review my resume. I am interested in the Coordinator position advertised on ABC. My resume is enclosed for your assessment. Given my related experience and excellent capabilities, I would appreciate your consideration for this job opening. My skills are an ideal match for this position

I hope you will find that I am qualified for the position you are trying to fill. Please let me know, if I can provide you with any further information on my background and qualifications. I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.

Sincerely,









Khalil hussain Shah

Khalil hussain Shah

Office Assitant



Contact Me

-  03453545483
-  syeedkhalil00@gmail.com
-  Chuadhary Bostan Khan
road Makkah Tower
Chaklala Scheme3
Islamabad,Pakistan
-  linkedin/syed khalil
-  facebook.com/syed khalil
-  twitter.com/khalil syed

Skills

Microsoft office,excel,power
point



Education

2010 - 2012

Government High School Bang Chitral | Matric Science

I have done my matriculation from govt high school in my village under the supervision of great and determine teachers.

2012 - 2015

Lawari Institute Of Technology Chitral | DAE in Civil Engineering

Under the supervision of great and devoted teachers i have completed my DAE in 2015.it was a great experimental period in my career,that greatly helped me in my future endeavor.

2017 - 2019

University Of Sargodah | BA

I have done my bachelor degree from sargodah university in international relations,political science and English literature.

2019 - on ward

Virtual University | Public Administration



Experience

2015 - 2017

UNICF | Coordinater

Having worked with UNICF as a coordinator i have gained a lot of experience in public handling and other field of public relations.

2015 - 2016

AKHSS | Teacher

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Languages

Urdu,English,Khowar

Interest

Music,
Travelling,wirting,reading,gardeninig

Others

Highly skilled in essay writing



Khalil hussain Shah