**CURRICULUM VITAE**

**Bilal Khan**House No . 2/258 ARF Colony

PAC Kamra, Attock  
Cell: 03365173863  
Email: bilalniazi55@yahoo.com  
Date of Birth: 16july, 1995  
  
  
**OVERVIEW:**  
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I am a student of Management & Business Administration who is strongly ambitious to learn, grow and succeed by fair and ethical means. I am able to think on my own feet, possess a sense of responsibility and have a “can do” attitude. I am that sort of a person who has the natural ability to provide excellent service within a challenging environment.  
  
**EDUCATION AND QUALIFICATION:**  
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1. Bachelor of Business Administration 2016 (Continue)  
Barani Institute of Management Sciences University – Rawalpindi  
Business Administration Courses

Specialization in Finance  
Semester 7

CGPA 3.71  
  
  
2. Intermediate – Pre-Engineering (2011-2012)  
Federal Board of Intermediate & Secondary Education – Islamabad  
  
3. Matriculation – Science (2009-2010)  
Federal Board of Intermediate & Secondary Education – Islamabad  
Science Subjects  
  
**SKILLS & EXPERIENCE**:  
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• Knowledge of Microsoft Windows XP/7 (basic), Microsoft Office (word, excel, power point)  
• Good Communication Skills  
• Ability to Read, write, speak and understand English Language  
• Excellent interpersonal, report writing, negotiation, and communication skills

* Typing speed 30w/m words per minute

**Experience:**

* CSR in Al-Shams Technology.

**HOBBIES & INTERESTS:**  
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Reading Books, Badminton, Playing Cricket, Analyzing current affairs and discussing the issues, Love to find out solutions for problems, and travelling.