

Muhammad Vijdan Khan

Address: House No. 126, Street 7th, Liaquatabad Block 9, Karachi.

Mobile: +92 314 7990287

Email: mvijdankhan93@gmail.com



Profile

Dynamic, enthusiastic & professional web developer equipped with exceptional client services management skills including comprehensive knowledge of Software Company. Innovative forward thinker fully versed in securing & procedures, software documentation service management, facility maintenance & inspection.

Education

ADSE (Advanced Diploma in Software Engineering)

Aptech F.B Area Center | [Till now](#)

DISM (Diploma in Information System Management) this credential is awarded On the **14th** day of the month of **December** in the year of **2021** for Successfully completing the course at the **ACE-PK-KARACHI-6-FEDERAL-B-AREA** Center with grade* of **Credit**

B.Com

Government Degree College for Men Nazimabad | [Till now](#)

I have been duly admitted to the **DEGREE OF BACHELOR OF COMMERCE** in **Karachi University**

Higher Secondary College

Government Degree Science College Liaquatabad | [2017](#)

Successfully completed the **HIGHER SECONDARY CERTIFICATE** Examination from **BOARD OF INTERMEDIATE EDUCATION** Karachi in **PRE-ENGINEERING** group held in the month of [April 2017](#)

Matriculation

Bab-ul-Ilm Public Secondary School | **2015**

Duly Passed the **SECONDARY SCHOOL CERTIFICATE EXAMINATION** from **BOARD OF SECONDARY EDUCATION Karachi** in **SCIENCE** group held in the month of **April 2015**

Work Experience

Private Sector

Salesman | **Jan 2015 to Till Now**

- Responsible to keep eye on all ends products
- Responsible to handle all problems of customers and ensure to resolve them

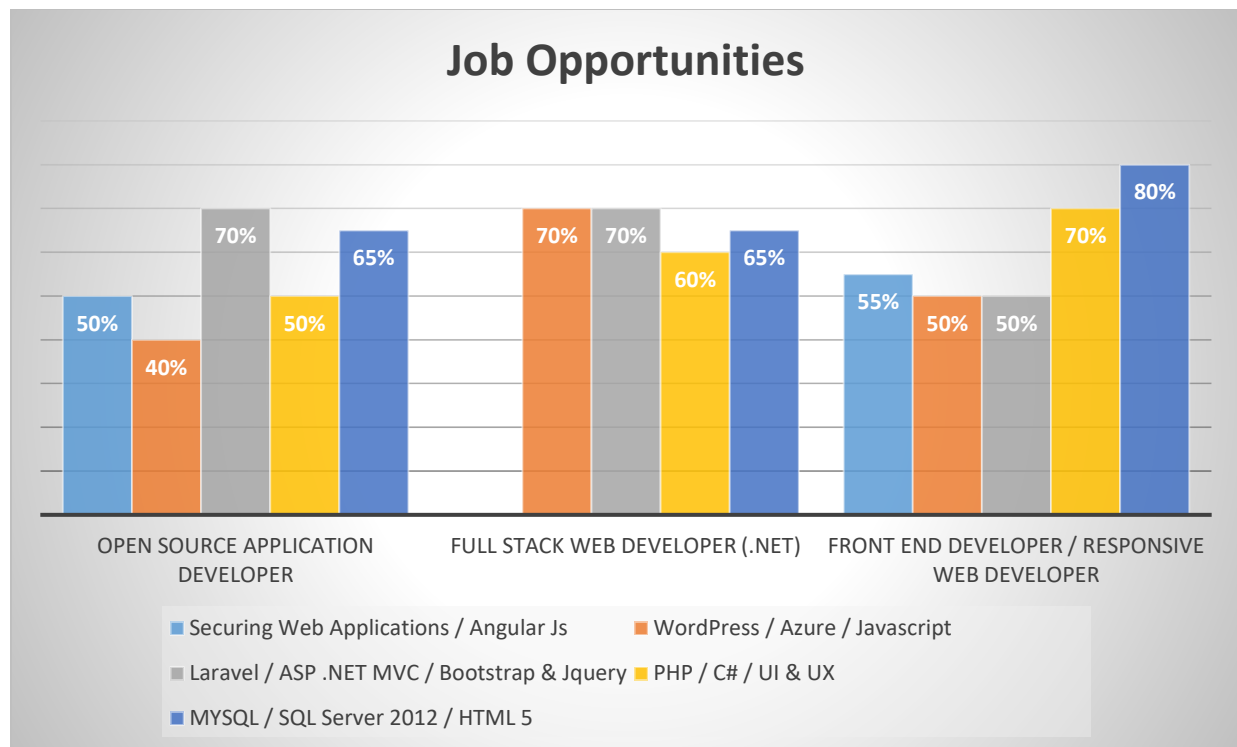
Pharmatec Pakistan (Pvt.) Ltd

Coordinator | **Jan 2021 to Dec 2021**

- To ensures the production before the deadline
- Responsible to keep eye on all ends products
- Responsible to handle all problems of workers and ensure to resolve them with administration
- Responsible to maintain records on daily basis

Strengths

- **Communication:** Excellent Communication
- **Language:** Fluent in Urdu, English Language good at (any) language
- **Cultural Understanding:** Understanding of different culture
- **Motivation:** Self-motivation, motivating team members, warm and energetic personality
- **Personality:** Stay calm while dealing with difficult customers with friendly and positive attitude
- **Team Player:** Excellent working in a team or independently



Certification

- Diploma in Information Systems Management (**DISM**) – Aptech Learning institute, Pakistan
- Certificate of Proficiency in Information Systems Management (**CPISM**)

Interests

- Cricket, Internet surfing, Traveling, Reading Articles, Music & Movies

Personal Detail

- CNIC: 42101-9602262-5
- Date of Birth: 17th August 1999
- Religion: Islam
- Nationality: Pakistan

Reference

Will be furnished upon our request