**ABC XYZ Khan - CV**

**Address:** 123 Good Road, Abandon, Placistan. Post Code: 46220 **Email:** abcdk@gmail.com

**Mobile:** +1237470000000

**Skype ID:**

**Academic Qualifications**

**Master of Business Administration (MBA)**

University of the West of Scotland, UK

Grade Obtained: Merit

Course Start Date: 01/August/2017

Course End Date: 30/August/2018

Degree Award Date: 14/October/2018

**BA (Hons) Business Administration (Top Up)**

University of Bedfordshire, UK

Grade Obtained: 1st Class

Course Start Date: 13/September/2016

Course End Date: 05/June/2017

Degree Award Date: 23/August/2017

**HND Diploma**

TSC Vocational College, Abandon, Placistan

Grade Obtained: Pass

Course Start Date: 06/September/2013

Course End Date: 23/September/2015

Diploma Award Date: 13/November/2015

**Study Gap:** May 2012 - August 2013

**Secondary School Certificate**

PQR Secondary School, Abandon, Placistan

Grader Obtained: B

Course Start Date: 01/April/2010

Course End Date: 10/April/2012

Result Publication Date: 09/June/2012

**Training undertaken**

Name of Training: Leadership & Management

Organisation: Excel Training & Co.

Training Start Date: 01/April/2010

Training End Date: 10/April/2012

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**Work Experience**

**Designation:** Trainee Business Administrator

**Department:** Administration Development

**Company Name:** Development Management Consultants

**Address:** Office No - 24, Block B, 2nd Floor, Doorway, Visionpur, Careerland.

**Time Period:** 01/October/2015 to 30/May/2016

**Duties and Responsibilities:**

✔ Providing office support including customer and employee support

✔ Keeping well-organised files and records of business activity

✔ Following up on business communications, billing, and ordering

✔ Communicating with materials suppliers and vendors

✔ Building relationships with clients

✔ Ordering office stationery and other supplies

✔ Participating in office meetings and taking meeting minutes

✔ Giving feedback on office efficiency and suggesting possible improvements

**Skills Gained**

✔ Time Management Skill

✔ Analytical and problem solving skill

✔ Excellent communication and 'people skills'

✔ Good planning and organizational skills

✔ The proven ability to work calmly under pressure

**Extra-curricular activities & hobbies:**

Debating, socialising, watching documentaries, travelling & volunteering.

**References**

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| --- | --- |
| *Referee 1* | *Referee 2* |
| Name: Shahzad Ahmad Khan  Position: Principal  Organisation: TSC Vocational College Address:  E-mail: dmckkkkk@edwardcollege.ac.pk Contact No: +925278081 | Name: David Chitakunye  Position: Lecturer  Organisation: University of the West of  Scotland  Address:  E-Mail: davidpppppp@uws.ac.uk  Contact No: +447400053152 |