
Asif Khan

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Personal Profile

I would describe myself as approachable, friendly and enthusiastic. I have travelled widely and as a result I am extremely good at adapting to new environments and challenges. I set high standards for myself and aim to be outstanding at everything I set my mind on. From this commitment to developing myself comes a desire to collect skills that range from listening to and understanding people better to becoming more efficient in my day-to-day activities. My goal is to be in a state where I am always learning because I believe that when you are learning you are growing and when you are growing you are truly living. I feel that with my perspective, passion and drive I can be an asset to your organisation.

Work Experience

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|-------------------|---|
| Sep '10 – Dec '10 | Blue Rivers, Birmingham
Voluntary Accountant <ul style="list-style-type: none">•Solely responsible for creating a full financial recording system for this newly opened organisation.•Proved to have the skill to put into practice academic knowledge by creating an Income & Expenditure Account, a Petty Cash Book and other essential financial documents from extracting information from their books of expenses.•Learnt the importance of having a good financial system in order to expand. |
| Nov '08 – May '09 | Islamic Society, University of Birmingham
Secretary & Events Manager <ul style="list-style-type: none">•Volunteered to take control of all email correspondents of one of the largest societies in the University.•Helped with the organisation of a number of large scale events by securing lecture theatres and ensuring suitable venues were chosen. |
| Oct '06 – Jan '09 | Woolworths, Solihull
Sales Assistant <ul style="list-style-type: none">•Worked as a member of a team to provide an excellent customer service.•Responsibilities included cash handling and providing assistance to customers by offering specific product knowledge.•Experienced the importance of customer service when having to deal with customer complaints.•Praised on many occasions by managers and team leaders on my ability to work quickly whilst maintaining a high level of quality about the work. |
| Jul '05 | Shirley Auto Spares, Solihull <ul style="list-style-type: none">•Assisted with the selling and repairing of bicycles. Took care of customers, helping them make informed decisions. |
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Education

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|-------------|---|--|
| 2008 – 2011 | Bsc (Hons) Accounting & Finance, 2:1
University of Birmingham | |
| 2006 – 2008 | GCE A-Levels: BBB (Accounting, Economics, Statistics), 300 UCAS Points.
The Sixth Form College, Solihull | |
| 2001 – 2006 | GCSE: English Language; A
English Literature; A
Maths; B
Science; BB | Business Studies; A
History; B
French; B
Resistant Materials; B |
- Hall Green Secondary School**

Languages

Arabic	Fluent spoken Arabic, Good reading and writing.
French	Basic spoken French.
Pushto	Fluent in spoken Pushto.

Skills & Interests

IT	High-level MS Excel & Office skills, proficient with both Windows & Mac.
Driving	Hold a full, clean driving licence and possess own car.
Student Societies	Active member in a number of societies at University.
Travelling	Travel enthusiastic and journeyed through Europe by camper van.

References

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