



## Fahad Khan

+92 3104128367

ali943594@gmail.com

<https://github.com/oniChan1226?tab=repositories>

Lahore, Punjab, Pakistan

## SKILLS

- Customer Dealing skills
- Communication skills
- C++, SQL
- HTML, CSS, JAVASCRIPT
- Computer Skills
- Data Entry
- Fluency in English
- Multi-Tasking
- Presentation Skills
- Adaptability
- Customer Support
- Time Management

## LANGUAGES

- English
- Urdu
- Punjabi

## INTERESTS

- Programming
- Video Games
- Movies
- Web Development
- Fitness

## SUMMARY

Highly motivated and accomplished professional with a diverse skill set and a proven track record of success. Possessing strong communication and interpersonal skills, I excel in building and maintaining positive relationships with colleagues, clients, and stakeholders. With a keen eye for detail and a passion for problem-solving, I consistently deliver exceptional results in fast-paced and challenging environments. Experienced in project management, strategic planning, and team leadership, I thrive in collaborative settings and excel at driving projects to completion. Adaptable and resourceful, I am eager to contribute my expertise to help organizations achieve their goals and exceed expectations.

## Computer Skills

### My Experience (C++)

#### Object Oriented Programming

- Maintaining and readability of the code increases and reusability of the code becomes easy and understandable for future alteration.
- Solid understanding of classes, objects, and their interactions as the fundamental building blocks of object-oriented systems.
- Experienced in creating inheritance hierarchies to establish relationships between classes, facilitating code organization and enhancing code reuse learned thorough assignments and online platforms like **LeetCode** etc.

#### Data Structures & Algorithms

- Proficient in implementing various data structures and algorithms in **C++** to solve complex problems efficiently.
- Strong understanding of fundamental data structures, including **arrays, linked lists, stacks, queues, trees, and graphs**, along with their associated operations and time complexities.
- Deep knowledge and understanding of *linked list and Trees*, implemented for different assignments codes and online platforms as well.
- Understanding of different types of Sorting Algorithms like **Merge Sort, Quick Sort, Binary Search, Bubble Sort** etc.
- Knowledge of where and what type of sorting algorithm to implement for fast sorting (*less Time Complexity*).

### Front End Web Development

#### HTML, CSS, JavaScript

- Limited knowledge of **HTML & CSS** to make fascinating websites while maintaining reload time, blending of cascade style sheet styling with the site and target links.
- <https://github.com/oniChan1226?tab=repositories>

## ***EXPERIENCE***

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### ***Data Entry Operator***

***Digitech Outsourcing Solutions, PK***

#### ***8 Months of Work Experience***

- Proficient in performing accurate and efficient data entry tasks, ensuring the integrity and completeness of data.
- Skilled in actively listening to customers' needs and concerns, empathizing with their situations, and providing appropriate solutions or guidance.
- Skilled in interpreting and organizing large volumes of data, implementing efficient data entry strategies to streamline processes.

### ***Customer Support Representative***

***Digitech Outsourcing Solutions, PK***

#### ***1 Year of Work Experience***

- Extensive experience in providing exceptional customer support through various channels including phone, email, and live chat, ensuring customer satisfaction and resolving inquiries in a timely and professional manner.
- Skilled in actively listening to customers' needs and concerns, empathizing with their situations, and providing appropriate solutions or guidance.
- Demonstrated ability to handle difficult or irate customers with patience and professionalism, deescalating tense situations and turning them into positive experiences.

## ***EDUCATION***

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### ***Bachelors in Computer Science(on-going)***

***University of Punjab, Lahore, Pakistan***

### ***FSC Pre-Engineering***

***The Punjab College, Lahore, Pakistan***

### ***Matric in Computer Science***

***The Punjab School, Lahore, Pakistan***

## ***REFERENCES***

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*Will be furnished on demand.*