



AFRIN IMRAN KHAN

CONTACT

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- Barwa Village, Wakrah
Doha, Qatar

EDUCATION

Bachelor of Arts in Sociology
securing a **1st Class**

PERSONAL PROFILE

Date of birth - 13-08-1984

Marital Status: Married

Residency Type: Family Sponsor.

QID No: 28435612115.

LANGUAGES

English



Hindi



SKILLS

MS Office	● ● ● ○ ○
Organized	● ● ● ● ●
Communication	● ● ● ● ●
Critical Thinking	● ● ● ● ●
Teamwork	● ● ● ● ●

OBJECTIVES

To secure a challenging position in a professional reputed organization where I can effectively utilize my skills and experience to have professional growth.

EXPERIENCE

- Assistant Club Manager.**
City Gym Ladies (Doha,Qatar)

2023-2024

Training new staff ,Planning strategies , Organize daily activities and ensure schedules ,Building and maintaining great work environment, Assisting the manager in daily operations. Attending management meetings and developing business.

- Front Office Administrator**
City Gym ladies. (Doha, Qatar).

2019-2023.

Communicate with clients to increase business and maintain cordial relation. Maintaining visitors register, Managing E-mails, Update Records Daily and Monthly, Achieve monthly Targets, Handling Inventory.

- Customer Support Executive**
Emerge BPO Service (India, Mumbai)

2005 - 2007

Managing a team of representatives offering customer support., Overseeing the customer service process ,Resolving customer complaints brought to my attention, Answer calls, provide product information to customer, Sell product & place order , Achieve weekly and monthly targets.

- Admin Assistant**
GHV , India Pvt Ltd

2003 - 2005

Receiving phone calls , plan meetings, sending E-mails and implementing correspondence, maintaining files and folders, assisting the management, communicate and provide E-mails with office work and data entry

DECLARATION

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you I assure you that I will execute my duties for the total stratification of my superior