



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.** **2023-2024**
City Gym Ladies (Doha, Qatar)

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** **2019-2023.**
City Gym ladies. (Doha, Qatar).

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** **2005 - 2007**
Emerge BPO Service (India, Mumbai)

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** **2003 - 2005**
GHV, India Pvt Ltd

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

AFRIN IMRAN KHAN