

Name: Khawaja Asif Shehzad

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Phone: 056-8383529

Address: Behind Medical Center, Muhaisnah-2, Sonapur, Dubai



Professional Summary

A dedicated professional with experience in managing front-desk operations and handling administrative tasks, including visitor interactions and data entry. Proficient in Microsoft Excel and Word, I am eager to transition into a customer support role in the trading industry, where my good communication skills, attention to detail, and interest in trading can contribute to providing excellent service and support.

Work Experience

Forex Analyst | Remote | Sept 2024 – Present

Date: [01-09-2024] - Present

- Conduct technical and fundamental analysis on major currency pairs and commodities.
- Provided insights and trade ideas based on chart patterns, indicators, and news events.
- Built and maintained client trust by sharing timely market updates and risk management strategies.

Security Guard | Current Employer, Dubai

Date: [10-09-2022] - Present

- Responsible for front desk operations, including interacting with visitors and making entries
- Manage access control systems, ensuring only authorized personnel enter the premises
- Assist with basic system work and handle administrative tasks
- Conduct regular patrols to maintain security and ensure safety protocols are followed

Pharmacy Assistant | [Khawaja Medicos], Pakistan

Date: [21-12-2017] - [03-09-2022]

- Assisted in pharmacy operations, including inventory management and customer support
- Supported medical staff by answering patient inquiries and ensuring smooth daily operations.

Skills

- Proficient in Microsoft Excel and Word
- Good communication skills
- Strong ability to listen and address customer concerns
- Attention to detail and accuracy
- Time management and organizational skills
- Ability to work under pressure and handle multiple tasks

Education

- Intermediate, FOK Private academy, 2018
- IOSH Managing Safety, [Necom Institute of Safety and Heath], [2019]
- Computer Basics Course, [FOK Private academy], [2017]

CERTIFICATES

- Customer Service Foundation
- LinkedIn Learning
- Project Management Institute (PMI)
- National Association of State Boards of Accountancy (NASBA)

Languages

- Urdu (Fluent)
- English (Proficient)
- Punjabi (Proficient)

