

# Muhammed Hassan Khan

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## PROFESSIONAL SUMMARY

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I am described as a reliable, trustworthy individual, who is affable, approachable, and enigmatic. I am driven for success, determined to seek beneficial knowledge and experience, and enthusiastic when faced with a challenge. I have realised over the years that I possess natural talent and understanding in the IT field and have always been interested in the advancements therein.

My strong interpersonal skills have augured well in ensuring the development of long- standing professional relationships. I am known to respond swiftly and efficiently to any challenge.

## CORE COMPETENCIES

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- Programming (Java, Delphi and HTML)
- Exceptional communication skills
- Advanced Microsoft Office skills
- Advanced Microsoft Windows Operating system knowledge
- Customer focused approach

## EDUCATION

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- Currently studying Bachelor of Computer Information Sciences at IIE MSA (Monash University South Africa)
- Completed TEFL – Level 5 (Teaching English as a Foreign Language) online through The TEFL Academy
- Matriculated in 2020 with 1 distinction (Parktown Boys' High School)

## Achievements

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- Top achiever in Computer Applications Technology (CAT) in Grade 12
- Achieved a Gold certificate in the CAT Olympiad in Grade 12
- Achieved a Silver certificate in the IT Olympiad in Grade 11
- Grade award Life Orientation (Reddford House)

## **VOLUNTEERISM / COMMUNITY LEADERSHIP**

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- IT Support team at Crawford College (Ctrl Alt Support Team)
- *NPO volunteer*: Randpark Ridge Association - Assist in feeding schemes in and around Johannesburg for the less fortunate.
- Relief work for Maraisburg Orphanage.

## **HOBBIES AND INTERESTS**

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- Action cricket and indoor soccer
- Strategic Gaming
- Psychology

## **PREVIOUS EMPLOYMENT HISTORY**

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### **Finance and Operations Administrator | Fltye Parcel Delivery Service**

- Plan daily delivery schedule and route
- Delivery progress monitoring
- Fuel consumption and efficiency management
- Customer Liaison
- Customer Communication
- Ad-hoc marketing
- Daily receipt monitoring and bank reconciliation