



# YASEEN KHAN

GRADUATE

## CONTACT

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Sector G-9/4 Street 55,  
Islamabad, Pakistan

## EDUCATION

2016-2018  
BISE MALAKAND

- Faculty Of Science (M.L.T)

2020-2024  
UNIVERSITY OF MALAKAND

- Bachelor of Studies

## SKILLS

- M.S word
- M.S office
- Excel
- Teamwork
- Time Management
- Leadership
- Quick Learner
- Critical Thinking

## LANGUAGES

- English (Fluent)
- Urdu (Excellent)

## PROFILE

I'm looking for an engaging job where I can use my skills to make a meaningful impact. I want to be part of a team that values creativity, encourages personal growth, and fosters collaboration. I'm eager to work for a company that prioritizes both employee and client success and inspires exploration and innovation.

## WORK EXPERIENCE

### Millat Guest House

2024 - PRESENT

Receptionist & Waiter

- Greet and assist guests upon arrival, managing check-ins and check-outs efficiently.
- Provide excellent customer service, addressing guest inquiries and resolving issues.
- Take and serve food and beverage orders, ensuring timely delivery and guest satisfaction.
- Maintain cleanliness and organization of dining and reception areas.
- Collaborate with team members to enhance guest experiences and promote a welcoming atmosphere.