

Irsa Khan

Seeking a challenging position in your organization, where I can apply my skills and ability, learning continuously and grow in my career while being resourceful, innovative and flexible in my approach.

CONTACT

+923114014160

Irsanazir59@gmail.com

SOFTWARE

- MS-office
- G-Suite
- Outlook

SKILLS

- ✓ Decisive Thinker
- ✓ Collaborative
- ✓ Leadership, Discrete & Ethical
- ✓ Great communication & Quantitative skills
- ✓ Proficient in Microsoft Office Suits

LANGUAGES

- English
- Urdu
- Punjabi

WORK EXPERIENCE

Mindbridge

Mar. 2020 – Present

- **Work Force Manager:**

A workforce manager is a professional responsible for optimizing the performance and productivity of a company's workforce. They handle various tasks like staffing, scheduling, performance monitoring, and ensuring compliance with labor laws. Essentially, they ensure the right people are in the right place at the right time to meet the organization's goals.

Mindbridge

Mar. 2019 - Feb. 2020

- **Business Intelligence:**

Business intelligence (BI) is a broad term that encompasses the strategies and technologies used by organizations to collect, analyze, and manage data. This data can come from a variety of sources, such as sales transactions, customer interactions, and social media. By analyzing this data, businesses can gain valuable insights that can be used to improve decision-making, optimize operations, and identify new opportunities.

Phoenix Armour

Apr. 2018 - Feb. 2019

- **Billing Assistance:**

Help from a company in understanding or resolving a billing issue. This could include things like explaining charges, resolving errors, or setting up a payment plan.

Abacus

Jun. 2017 - Mar. 2018

- **Customer Care Representative:**

Provided personalized customer support, resolved inquiries, and maintained high customer satisfaction ratings.

EDUCATION

- **Bachelor of Commerce (B.COM)**

2017

An undergraduate degree program specializing in commerce, business, and economics, typically spanning three years.

- **Intermediate in Commerce (I.COM)**

2015

An intermediate-level qualification covering foundational commerce subjects like accounting, economics, and business studies, usually completed after secondary education.

- **Secondary School Certificate - Matriculation**

2013

Matric Education is the beginning step towards higher-level education (intermediate education).