

Asad Khan
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Objective **Seeking Employment in Customer Service & Technical Support**

Education Associate of Science, Pre-Engineering Degree (Peshawar Model Degree College), August 2017
A.A (Business Administration) Degree Ohlone College, January/2019-Present
BSBA (Management Information Systems) Degree San Jose State University, January 2022

Professional Experience:

Securitas (Washington Hospital Healthcare System) 11/21-Present

Security Guard

- Monitored 400+ room hospital premises to detect and prevent signs of potential threats
- Helped patients and visitors, answered their queries, and helped directing them to the hospital
- Worked on multiple positions in multiple departments including indoor and outdoor positions
- Provided security to patients by patrolling building, operated video surveillance cameras and checking identification upon entry
- Ensured security of doors and windows
- Inspect and adjust security systems, equipment, or machinery to ensure operational use and to detect tampering
- Worked with police, EMS, or fire departments in cases of emergency
- Documented daily activities/incidents including equipment or property damage, theft, presence of unauthorized persons or unusual occurrences

Smart And Final

01/18-5/20

Retail /Customer Service

- Worked as a cashier
- Led the deli & freezer department responsibilities
- Handled customer returns and exchanges
- Process checks, credit card payments
- Dealt with customer complaints
- Stocked & Organized shelves
- Helped customer in finding items they were looking for
- Helped with loading and receiving shipments
- Placed inventory orders for departments

Target

10/17-03/18

Cashier Customer Service

- Handled customer returns
- Worked as a cashier at front desk
- Processed online orders
- Listened to customer complaints and answered their questions
- Helped customers in finding items they were looking for
- Processed checks, credit card payments
- Operated cash register

Sears

12/17-01/18

Cashier Customer Service (Seasonal)

- Worked as a cashier at front desk
- Handled customer returns
- Processed checks, credit card bill payments
- Dealt with customer complaints
- Provided support to other colleagues when required

Skills

- Excellent Customer service & Communication Skills
- Microsoft word
- Power point
- M/S excel
- C++ language (intermediate)
- Basic troubleshooting
- CCTV monitoring
- Surveillance equipment knowledge
- Safety and security
- Documentation/report writing

Language

- English
- Hindi
- Urdu
- Arabic (reading only)