

Sham Sher Khan

Mobile: +852 9758 8793 | Email: itskhanshamsher@gmail.com

PROFILE

I am a dedicated and diligent professional who prioritizes exceptional punctuality and strong time management skills. My responsible nature ensures that I approach each task with a commitment to quality and thoroughness. I thrive both in team settings and when working independently, demonstrating the ability to achieve targets and meet deadlines with minimal supervision.

PROFESSIONAL EXPERIENCE

KPMG

United Kingdom

Jan 2022- March 2023

- *Private Driver*

- Deliver prompt and professional driving services, ensuring client safety and comfort.
- Possess thorough knowledge of Hong Kong roads and optimal travel routes to minimize delays.
- Perform regular vehicle maintenance and coordinate repairs to maintain excellent condition.
- Maintain strict confidentiality and discretion, respecting client privacy.
- Efficiently manage and adapt schedules and routes to meet client needs.

Bridge Water

United Kingdom

Oct 2017 - Dec 2020

- *Security Guard*

- Patrolling, securing and monitoring premises
- Dealing with members of the public, ensuring everyone's safety
- Confidently and professionally handling difficult situations

Saco

United Kingdom

July 2022-Aug 2022

- *Financial Planner*

- Making bottletops within the factory
- Loading products into the machinery
- Painting products accordingly
- Adhering to health and safety regulations

Saco

United Kingdom

Jan 2011-Aug 2014

- *Financial Planner*

- Loading and Unloading carpets into the van
- Measuring floor space and estimating the amount of materials needed
- Clearing away furniture and taking off doors
- Removing old flooring
- Gluing or nailing underlay and floor coverings into place
- Communicating with and listening to customers, meeting their needs

Saco

Pakistan

June 2001- Dec 2010

- *Financial Planner*

- Loading and Unloading of the vehicle
- Delivering goods to designated areas
- Planning the route ahead and including time for traffic and roadworks
- Ensuring accuracy and concentration

SKILLS

- **Languages:** Native English, Native Pashto/Persian, Native Urdu, Native Hindi
- **Soft skills:** Strong communication, leadership skills, teamworking ability, problem-solving, decision making

ADDITIONAL INFORMATION

- **Interests:** participate actively in voluntary activities
- **Certificates & Achievements:** TEFL (courses completed), IELTS (overall score band 7)