



MUHAMMAD SALMAN KHAN



Profile

Intend to build on a career with a prestigious organization with committed and dedicated people, and to become an effective team member in a progressive environment that offers balanced mix opportunities and challenges for me to achieve /exceed personal, professional and organizational goals/ objectives.



Personal Details

Nationality: Pakistani
Gender: Male
Date of Birth: 10/04/1989
Place of Birth: Dubai, UAE
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Email: SalmanOrk141@gmail.com
Passport# FX4142892
Visa Status: Visit Visa (2 months)
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Skills

- MS-Office (Word, Excel)
- Typing Speed (35 WPM)
- QuickBooks
- Google Spreadsheet Online
- Internet Web Surfing
- Installation & Operating Windows 7, 8, 10
- Ability to Work Under Pressure
- Decision Making
- Time Management
- Self-Motivation
- Conflict Resolution
- Critical Thinking
- Active Learning
- Interpersonal Skills
- Honesty
- Safety Compliance
- Customer Service
- Problem-Solving



Work Experience

Office Assistant cum Document Controller
Sui Northern Gas Pipelines Limited

2021-2023

- Managing digital records.
- Entering data into Company's (Oracle) database.
- Managing, developing, implementing and maintaining a filing system for all records.
- Recording information as needed.
- Greeting visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Managing the department/office including diary maintenance in and out, phone queries and general correspondence.
- Checking e-mails and preparation of replies to different departments.
- Operating various office equipment (Computer, Printer, etc.).
- Keeping departmental database/record in both manual and digital forms.
- Taking instructions/dictations from the Line Manager on official matters, and responding/forwarding the official mail to concerned members for action as per advice.
- Proper filing of important legal documents, agreements, and contracts etc.
- Using Oracle Database for Customer Care and Billing (CC&B)
- Helping organize and maintain office common areas.

Sales Surveyor Assistant
Sui Northern Gas Pipelines Limited

2019-2020

- Receiving Documents from Customers for the following services.
- Entering data into Oracle Database for Application for Domestic Gas Connection.
 - Taking sales surveys.
 - Issuance of Demand Notices.
 - Taking out of Bill (Printing out of Bank Challan).
 - Verification of SA (Service Agreement).
 - Transferring of gas connection.
 - Shifting service lines, and
 - Checking all field activities for verification and confirmation.

Field cum Task Force Team Supervisor
Sui Northern Gas Pipelines Limited

2015-2018

- Construction of Service Lines.
- Installation and Reconnection of Meters.
- Replacement of (Sticky, Tampered, etc.) Meters.
- Above-Ground Leakages Rectification.
- Under-Ground Leakages Rectification.
- Disconnection of Direct (illegal) Use of Gas.
- Disconnection of DOM to COM.
- UFG control.
- Keeping record of all field activities in both hard and soft form.
- Entering data of all field activities into MS-Word, MS-Excel and Oracle Database.
- Reporting all the above duties/responsibilities to the Deputy Chief Engineer (Distribution/ CS Operation)



Language

Languages

- English
- Urdu
- Hindi
- Pashto



Hobbies & Interests

- Running/walking one mile early in the morning.
- Reading books to improve knowledge, and searching and learning from Google/YouTube and various sources.
- Travelling and enjoying different cultures.

Accounts Clerk cum Data Entry Operator Darband Public School

2011-2014

- Students record handling on MS-Excel.
- Monthly fees using MS-Excel.
- Accounts of all documents.
- Enter students' data into the school's software.

Salesman

Self-Employed (Contractor)

2009-2010

- Supplying all products to retailers based on customer requirements and market supply demands such as cosmetics, clothing, apparel, shoes, beverages etc.

Salesman

Khyber Supermarket

2007-2008

- Greeting customers.
- Serving customers by selling products and meeting customer needs.
- Maintaining positive business relationships to ensure future sales.
- Helping customers find items in the store.
- Checking for stock at other branches or order requested stock for customers.
- Providing customers with information about items.
- Following up with customers after a sale to ensure satisfaction with the product or service and to solicit customer feedback.
- Assisting customers.
- Following Supermarket Policies.
- Checking stocks.
- Guiding customers.
- Developing passionate relationships with potential buyers.
- Establishing, developing and maintaining positive business and customer relationships.
- Good working attitude and patience with customers.



Education

MSc (Administrative Sciences)

Allama Iqbal Open University, Islamabad

2021-2023

B. Com (Bachelor of Commerce)

Allama Iqbal Open University, Islamabad

2016-2018

Intermediate/HSSC/FA (Humanities/Arts)

Hangu Public School & College, Hangu (BISE, Kohat)

2010-2012

Matric/SSC (Science)

Hangu Public School & College, Hangu (BISE, Kohat)

2004-2006

DIT (Diploma in Information Technology)

Capital Institute of IT & Management Sciences (KPBTE)

2016-2017

DIA (Diploma in Accounting)

National College of Management Sciences (KPBTE)

2017-2017