

# FARYAL KHAN



## Contact



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North Nazimabad Karachi.



## Education



**Graduated**  
*University of Karachi.*



**INTERMEDIATE**  
*BOARD OF INTERMEDIATE EDUCATION,  
KARACHI.*



**MATRICULATION**  
*BOARD OF SECONDARY EDUCATION ,  
KARACHI.*



## Skills

- Management Skills
- MS OFFICE
- Negotiation
- Critical Thinking
- Good Interpersonal and Communication Skills
- Time Management
- Result Oriented
- Basic knowledge of SAP
- Attention to Details
- Problem Solving And Analytical Skills
- "A CAN DO" Approach

## Profile

Want to start my career in the dynamic, team oriented, competitive, and cooperative environment in a reputable organization, where I can get maximum chance of learning and grow into a proficient, innovative, and committed person. To work hard with complete devotion for the better development of the organization, like to take challenging tasks so as to assess my own capabilities and want to provide benefits to my organization.

## Work Experience



AUGUST 2020 - OCT 2022

**BOL Network**

### GUEST EXPERT

- Co-Ordination with High Profile Guests
- Align guests for Programs
- Arrange High Tea/Lunch/Dinner
- Arrange Events & Meetings
- Arrange vehicle for pick and drop if required
- Send teasers and videos accordingly
- Perform other tasks assigned by Reporting Authority



DEC 2018 - JUNE 2020

**USAID-SCDP**

### ASSISTANT CHIEF OF PARTY

- Maintains COP's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes guests by greeting them, in person or on the telephone; answering or directing inquiries.
- Answering and directing calls to appropriate executives and parties, taking messages
- Greeting visitors and determining access to appropriate parties.
- Opening, sorting, and distributing correspondence, including email, faxes, and snail mail.
- Reading and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
- Perform other duties assigned by line manager

JUNE 2017 – NOV 2018

**USAID SCDP-Deloitte**

### **RECEPTIONIST/ASSISTANT COP**

- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

FEB 2016 – APRIL 2017

**Creative Associates, USAID –Pakistan Reading Project**

### **OFFICE ASSISTANT**

- Update database to track key academic information.
- Guiding SSA (Students Support Associates) about academic matters and teaching materials.
- Schools visits to guide the teachers about using teaching materials.
- Collects all academic departmental updates for monthly programmatic report.
- Schools visits to guide and teach students about using PRP Reading materials.
- Dealing scholarships matters and document them.
- College visits to guide students about their scholarship matters;
- Maintaining data base.
- Handles all email, mail and phone general inquiries and requests for academic information and materials.
- Perform other duties as assigned.

NOV 2014 – DEC 2015

**Premier Girls College Nazimabad**

### **ADMIN ASSISTANT**

- Provides administrative support to an academic teaching department by providing reception services, scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
- Assists faculty by answering questions and providing information, locating desired information and materials, typing, collating, or otherwise assisting in test preparation, preparing and/or proofreading manuscripts, correspondence, and other material, obtaining desk copies of textbooks, making travel arrangements, and preparing expense reports.
- Assists students by determining who can best provide information needed by the student, providing basic and initial assistance to students with questions about classes, registration, permissions, etc. using established guidelines (information in course catalogs, departmental and college documents, and established policies and procedures), and assigning advisors.
- Supports the work of the department by purchasing equipment and supplies, maintaining an inventory of office supplies, and utilizing the appropriate process to pay for goods or services purchased by the department.
- Helps to organize and conduct departmental events, as directed, by securing space, equipment, food, preparing invitations, announcements, agendas, brochures, and packets, purchasing awards, making travel arrangements and reservations, and assisting with the event as it occurs.

JUNE 2012 – MARCH 2014

**Technosys International**  
**Business Coordinator**

- Responsible of administration area wise activates relating to planning, negotiating and coordinating of the project.
- Responsible of overall area vehicle fleet management;
- Coordinated design, collection and submission of billing documentation.
- Prepared periodic financial reports for management review.
- Maintained files necessary to ensure accurate and timely financial record.
- Performed internal financial audits as directed.
- Coordinate contacts with funding source to obtain necessary information to maintain financial records and funding levels.
- Directed financial issues to appropriate manager to resolve. data and performs

MARCH 2011 – APRIL 2012

**US Consulate Karachi Pakistan**

**RECEPTIONIST/PROTOCOL OFFICER/LADY SEARCHER**  
**(G4S PAKISTAN)**

- Incumbent provides receptionist services.
- Include after-hours telephone answering.
- Pedestrian and vehicle access control.
- Management of radio systems to the Consulate compound.
- Performs other related duties as assigned by the supervisor.

FEB-2010 FEB-2011

**TRUEMAN COACHING CENTRE**  
**RECEPTIONIST/CASHIER**

- Collects payments by accepting cash.
- Making change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations
- Arrange and maintain schedule of classes.
- Issue Fee Cards.
- Answering phone calls and provides information as needed

SEPT 2008 – MAY 2010

**Metropolitan School**  
**SCHOOL TEACHING**

- Planned and designed the workshops for the teachers on the basis of need assessments
- Guided teachers to develop teaching and other related resource materials;
- Planned and implemented curricular and co-curricular activities;
- Taught the subject:
- Computer teaching
- Mathematics
- Science
- Social Studies

## Languages

- English
- Urdu

## Reference

Reference will be furnished on demand