



MUHAMMAD SALMAN KHAN

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Morocco Cluster,
International City, Dubai,
United Arab Emirates

ABOUT ME

- Hard-working & competitive in nature with an intense desire to do well.
- Resourceful, adaptable, flexible, open-minded, honest, friendly responsible.
- Work effectively with a diverse group of people.
- Ambition & ability to learn quickly through experience & association of ideas.

QUALIFICATION

- **MSc (Administrative Sciences)**
Allama Iqbal Open University,
Islamabad 2020-2023
- **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)** 2016-2017
Capital Institute of IT &
Management Sciences (KPBTE)
- **DIA (Diploma in Accounting)**
National College of Management
Sciences (KPBTE) 2017-2017

PROFESSIONAL OBJECTIVE

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.

PROFESSIONAL EXPERIENCE

Office Assistant cum Document Controller 2021 - 2023 Sui Northern Gas Pipelines Limited

Responsibilities:

- Managing digital records.
- Entering data into Company's database.
- Managing, developing, implementing and maintaining a filing system for all records.
- Recording information as needed.
- Greeting visitors as needed.
- Handling and screening incoming calls, other communications and correspondence.
- Updating paperwork, maintaining documents and word processing.
- Managing the department/office including diary maintenance in and out, phone queries and general correspondence.
- Providing secretarial support to the Line Manager and department.
- Checking e-mails and preparation of replies to different departments.
- Operating various office equipment (Computer, Printer, Fax, etc.) and facilitating their maintenance as required.
- Maintaining and updating manuals, official memorandums and decisions properly.
- Keeping departmental database in both manual and digital forms.
- Taking instructions/dictations from the Line Manager on official matters, arranging meetings, and appointments and responding/forwarding the official mail to concerned members for action as per advice.
- Handling stationery requirements of the department.
- Updating monthly expense sheets of the department i.e. Travel, Petrol, and Maintenance, Miscellaneous etc.
- Maintaining records of agendas, notices, minutes, and resolutions for corporate meetings.
- Proper filing of important legal documents, agreements and contracts etc.
- Using Oracle Database for Customer Care & Billing (CC&B).

LANGUAGES

- English
- Hindi

SKILLS

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

PERSONAL DETAIL

- **Gender** Male
- **Nationality:** Pakistani
- **Place of Birth:** Dubai, UAE
- **Passport#** FX4142892
- **Visa Status:** Visit Visa (2 Months)

► Sales Surveyor Assistant 2019 - 2020 Sui Northern Gas Pipelines Limited

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 Taskforce Team Supervisor 2015 - 2018 Sui Northern Gas Pipelines Limited

Responsibilities:

- Installation and Reconnection of Meters.
- Replacement of (Sticky, Tampered, etc.) Meters.
- Disconnection of DOM to COM Meters.
- Disconnection of Direct (illegal) Use of Gas.
- Above-Ground Leakages Rectification.
- Under-Ground Leakages Rectification.
- UFG control/all field activities.
- The entry process of all the above duties.

► Accounts Clerk cum Data Entry Operator 2011 - 2014 Darband Public School Darband, Hangu

Responsibilities:

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

► Salesman 2007 - 2010 Self-Employed (Contractor)

Responsibilities:

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