

NOMAN AHMED KHAN

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OBJECTIVE:

Seeking a quality environment and an opportunity where I can blend my learning qualities and management skill to analyze different businesses, built up customer relationships and be the integral part of an organization as a key revenue generator and value creator. I am fervent to explore and learn beyond my prescribed job profile to increase my potential and to mark a stand in my profession.

EXPERIENCE:

- Four Years' experience in Abdul Jabbar Science College as an Accountant & Admin.
- Three years' experience in SZABIST Collage as an Admin Officer.
- Four Years' experience in IHS (Integrated Health Services) as an Office Assistant.

Work scope:

Responsibilities as Office Assistant

- Lead Procurement Team
- Supervise daily administrative operations
- Monitor expenses and suggest cost-effective alternatives
- Create quarterly and annual budgets
- Develop and implement effective policies for all operational procedures
- Prepare work schedules
- Maintain organized medical and employee records
- Monitor administrative staff's performance
- Train new employees
- Ensure prompt ordering and stocking of medical and office supplies
- Answer queries from doctors, nurses and healthcare staff
- Resolve potential issues with patients
- Stay up-to-date with healthcare regulations

Human Resource Function

- Supports the recruitment process of staff including prepares advertisement for vacant positions; assists with screening; assists with reference and background checks on prospective employees.
- Develops and maintains monitoring and tracking systems for performance evaluation, employee salary increase, and staff trainings.
- Liaises with finance team to ensure timely processing of payment to vendors.
- Maintains HR filling system ensure all required forms are completed and all leave records updated on database.
- Maintain Payroll data on monthly basis.

Office Administration

- Manage Monthly Petty cash.
- Manages the daily administrative needs of the office including procurement of new teaching staff and adequate office supplies.
- Ensure office facilities are cleaned on regular basis.
- Obtains comparative quotes from market regarding various vendors / suppliers.
- Addresses building maintenance concerns in a timely manner.
- Ensure office equipment is properly maintained.
- Supervising the demotic staff and security guards and assigning them duties on weekly basis any other task as may be assigned by the superior.

Logistics and Travel

- Responsible for all staff arrangements.
- Providing pick and drop arrangements to the female staff.
- Facilitates arrangements of workshops / trainings venues and administration as and when required.
- Flexibility of the post holder is required in providing support to others sections of the department for organization when required at similar level.
- Responsible of all grand events which celebrated often.

EDUCATIONAL DETAILS:

Highest Level: **MBA (Major in HRM & Be-major FINANCE)**
Bachelor Level: **Two years Bachelor of Commerce Degree (B.com)**
Name of Institution: **University of Sindh**

Major Subjects:

Economic Problems of Pakistan	Business and Industrial Law	Cost Accounting
Business Taxation	Advanced Accounting	Auditing
Business Communication	Banking and Finance	Economic
Business Statistics and Mathematics		

COMPUTER SKILLS:

C.I.T& D.I.T

Excellent level:

- Working on Adobe Photo Shop picture composing, Bill boards Sketching.
- Installing & Working on MS Windows98, 2000, Xp, Windows7, Windows8, Windows10.
- MS Officebest control on Ms Word, Ms Excel, Ms Access, PowerPoint, AdobeReader Pdf.Files.
- Working on Software installing & operating computer programming installation, Browsing, Mailing and also advance need necessity in present computer.

PERSONAL PROFILE:

Father's Name	: Saboor Ahmed Khan	Date of Birth	: 05 th July, 1988
Domicile	: Mirpurkhas	Nationality	: Pakistani
Gender	: Male	Marital Status	: Married
CNIC #	: 44103-7277052-5		

References & Other details will be furnished on demand