

# **NOMAN AHMED KHAN**

**Address:** House No: 206 Hameed Pura Colony No. 03 Mirpurkhas

**Email:** Nomankhanmpk@gmail.com

**Cell No:** +92332-2817848.

## **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<sup>th</sup> July, 1988  
**Domicile** : Mirpurkhas                                    **Nationality** : Pakistani  
**Gender** : Male    **Marital Status** : Married  
**CNIC #** : 44103-7277052-5

*References & Other details will be furnished on demand*