

# Muhammad Naeem Khan

Cell: + 971 050 5686480

[Sherkot5@Gmail.com](mailto:Sherkot5@Gmail.com)

[Naeemkhan142002@yahoo.com](mailto:Naeemkhan142002@yahoo.com)

Farnek Village Jebel Ali

Dubai, UAE



## **PROFESSIONAL SUMMARY**

With over 10 years of experience in administrative roles across multiple sectors, including my tenure as an Office Administrator at Farnek Service LLC and Credit Assistant at ASK Development (serving Bank of Khyber), I bring a unique skill set to the table. Holding a Master's degree, I have a proven track record as a PR Manager and Administrator in the UAE, excelling in client relationship management and leveraging my strong IT proficiency to streamline operations. Fluent in English, Arabic, Urdu, and Pashto, and holding a valid UAE driving license, I am passionate about innovation and delivering results. I am eager to contribute to an organization that values excellence and fosters growth.

**Office Administrator cum Fleet Coordinator**

**8 Sep-23 till Date**

**Farnek LLC Dubai U.A.E (<https://www.farnek.com/>)**

### **Responsibilities:**

- I have hands-on experience in raising Purchase Requests (PR) and providing approval for Goods Receipt Notes (GRN) to suppliers, including those for vehicle maintenance, branding, materials, and rental services.
- Additionally, I was responsible for managing Farnek's logistics fleet, arranging vehicles for staff deployment across various project sites, and overseeing vehicle maintenance and replacement in case of breakdowns.
- As a Logistics Fleet Administrator, I was responsible for overseeing more than 130 vehicles (including mini, mid, and large buses) and managing a team of over 150 drivers, ensuring smooth operations across various projects.
- My duties included regularizing drivers' attendance, managing annual leave schedules
- With a high level of proficiency in Office 365 and Outlook, I efficiently manage daily tasks and email correspondence to ensure seamless communication and task completion

**Credit Assistant/Cashier**

**Aug-2012 June-2023**

**ASK Development (Bank of Khyber Sherkot Kohat Pakistan)**  
**(<https://www.askdevelopment.org/>)**

### **Responsibilities:**

- In addition to my administrative skills, I have extensive experience in financial services, including disbursement of loans after document completion, preparing financial statements, conducting field visits for verification/investigation, and recovering loan installments on a monthly basis.
- I also managed the maintenance and record-keeping of charge documents, handled audit reports, and oversaw home remittance operations (e.g., Malak Exchange, Express Money, Western Union, KASB, and PLACID). My experience includes clearing department duties, as well as handling and opening accounts, loan accounts, and performing teller/cashier function.

**PRO(Dubai)**

**April 2006 June 2010**

**Al Mithaq Cont. LLC, UAE**

### **Responsibilities:**

- In addition to my administrative and financial expertise, I have significant experience in visa and immigration processing, handling applications for work permits and residence permits, coordinating with government entities, and ensuring timely submission and follow-up of required documentation. I have also facilitated document attestation and legalization to ensure compliance with local laws and regulations.
- My experience extends to managing government relations, maintaining relationships with authorities and agencies to ensure compliance, and securing necessary permits, licenses, and approvals. I have supported employees with contract renewals, labor card applications, health insurance, and other administrative processes, coordinating with relevant departments and external service providers.

### **ACADEMIC QUALIFICATION**

<b>Qualification</b>	<b>Institute</b>	<b>Year of Passing</b>
MS (IT)	Preston University, Kohat	2005
BSc (Statistics, Math, Physics)	University of Peshawar	2001
MCSE (Microsoft Certified System Expert)	Microsoft	2018
Accredited Configuration Engineer (ACE)	Palo alto Networks	2017