



# FAHAD ULLAH KHAN

S/O: Abdul Mannan Khan

Motivated professional seeking to utilize my skills and experience to contribute to the success of a dynamic organization while fostering my personal and professional growth.

## CONTACT

+92 312 026 4586

22-OCT-1994

41304-5334161-9

House# A-346 Kalaboard  
Malir Colony Karachi

Islam

Single

Pakistani

## SKILLS

Teamwork

Communication

Leadership

Loyalty

Hardwork

## LANGUAGES

Urdu

English

## WORK EXPERIENCE

### • AS A YARD AND DISPATCH OFFICER

In Envicrete Ltd.

06 Years To Continue

#### Responsibilities

- Coordinate and oversee the movement of vehicles and equipment within the yard.
- Maintain accurate records of incoming and outgoing inventory.
- Ensure timely dispatch of goods and materials to designated locations.
- Conduct regular inspections of the yard to ensure safety and compliance with regulations.

### • AS AN ADMIN OFFICER

In Envicrete Ltd.

07 Months

#### Responsibilities

- Managing office operations and administrative tasks efficiently.
- Coordinating and scheduling meetings, appointments, and travel arrangements.
- Handling correspondence, emails, and phone calls promptly and professionally.
- Maintaining accurate records, databases, and filing systems to ensure organizational efficiency.

### • AS AN OPERATION EXECUTIVE

In Media Track

07 Months

#### Responsibilities

- Oversee daily operations to ensure smooth functioning of the organization.
- Develop and implement strategies to improve operational efficiency and productivity.
- Coordinate with various departments to streamline processes and achieve business objectives.
- Monitor and analyze key performance indicators to identify areas for improvement and implement corrective actions.

## EDUCATION

### • BACHELOR OF COMMERCE

University of Karachi.

### • INTERMEDIATE (COMMERCE)

Board of Intermediate Education, Karachi.

### • MATRICULATION

Board of Secondary Education, Karachi