

Khurram Shahzad

House No A-78 Prime Minister Housing Scheme Havelian (PMHS),
District Abbottabad Province: KPK, PAK

+92 314 5012115  khurrams28@gmail.com



Seeking a position where I can utilize my knowledge and skills. A highly motivated, confident individual with exceptional multi-tasking and Management skills.

PROFESSIONAL EXPERIENCE 14 YEARS

Personal Secretary to Vice Chancellor | University of Wah, Wah Cantt | October 2012 – Present

Personal Secretary to plays a crucial role in supporting the leadership of the institution and maintaining effective communication and coordination. Flexibility, organizational skills, discretion, and strong communication abilities are key qualities for success in this role.

- Schedule and coordinate appointments, meetings, and events for the Vice Chancellor. Manage the Vice Chancellor's calendar to ensure effective time utilization.
- Handle incoming and outgoing communications, including emails, letters, and phone calls. Draft and prepare official correspondence on behalf of the Vice Chancellor.
- Prepare and edit reports, presentations, and other documents. Maintain an organized filing system for documents and records.
- Coordinate and organize meetings, conferences, and other events.
- Make travel arrangements, including booking flights, hotels, and transportation.
- Handle sensitive and confidential information with discretion. Keep the Vice Chancellor informed of important updates and issues.
- Oversee the day-to-day operations of the Vice Chancellor's office. Manage office supplies and equipment, and liaise with relevant departments.
- Act as a liaison between the Vice Chancellor and other university departments, staff, and students.
- Assist in organizing special events, ceremonies, and official functions. Coordinate logistics, invitations, and guest arrangements for events hosted by the Vice Chancellor.
- Ensure adherence to protocol and etiquette in official interactions and events.
- Conduct research and gather information on specific topics as directed by the Vice Chancellor. Summarize and present findings in a clear and concise manner.
- Address and resolve administrative issues and challenges promptly. Anticipate potential problems and implement proactive solutions.
- Assist in monitoring and managing the personal expenses and Tax related matters of the Vice Chancellor.

Personal Assistant to Director (Proc) | Frontier Works Organization FWO | Benazir Bhutto International Airport BBIA Project Fateh Jung, Islamabad | April 2010 - October 2012

- Schedule and coordinate appointments, meetings, and events for the director. Manage and prioritize the director's calendar to optimize time efficiency.
- Handle incoming and outgoing communications, including emails, phone calls, and letters. Draft and prepare official correspondence on behalf of the director.
- Prepare presentations, and other documents for internal and external distribution. Maintain organized filing systems for easy retrieval of documents.
- Organize and coordinate meetings, conferences arrangements.
- Make travel arrangements, including booking flights, hotels, and transportation.

Internship 'Plant Operator' | Bestway Cement Factory, Hattar | 01 August 2007 – 31 August 2007

- Operate and control various equipment such as crushers, kilns, mills, and conveyors to facilitate the production of cement.
- Regularly monitor and control process parameters to ensure they are within specified limits. This includes temperature, pressure, flow rates, and other variables critical to the cement manufacturing process.
- Identify and troubleshoot operational issues promptly to minimize downtime and maintain continuous production.
- Maintain accurate records of equipment operation, production data, and any incidents. Prepare reports on plant performance and submit them as required.
- Communicate effectively with supervisors and other team members to convey information about plant status, potential issues, and any required interventions.

SKILLS

- Calendar Management
- Meeting Coordination
- Travel Arrangements
- Information Handling
- Office Management
- Documents Controller
- Communication
- Store Management

EDUCATION

- **Diploma Information Technology: DIT** - 2008
Peshawar Technical Board, Peshawar, KPK, Pakistan
- **Diploma Associate Engineering: Chemical Engineering** - 2007
Pakistan Ordinance Factory Institute of Technology, Wah Cantt, Pakistan
- **Secondary School:** 2004
International Public School & College Havelian, Havelian, KPK, Pakistan

CERTIFICATIONS

- Computer Short Course | April 2004 to June 2004 | Three Months MS Office Training
- Final Year Project | Manufacturing of Nitric Acid Plant | Session 2004 - 2007

PERSONAL INFORMATION

- Father Name: Haji Muhammad Ashraf (Late)
- CNIC No: 13101-5788109-1
- Date of Birth: 31 December, 1987
- Marital Status: Married
- Passport No: HN5141093





Ministry of Interior,
Government of Pakistan
requires and requests
in the name of

The President
Islamic Republic of Pakistan
all those to whom it may concern
to allow the bearer
to pass freely without let or hindrance
and to afford the bearer such assistance
and protection as may be necessary

Director General
Immigration and Passports.

F7411839

ISLAMIC REPUBLIC OF
PAKISTAN

PASSPORT

D

PAK

HN5141093

SHAHZAD

KHURRAM

PAKISTANI

31 DEC 1987

Part of Entry
M HARIPUR, PAK

ASHRAF, MUHAMMAD

18 SEP 2019

17 SEP 2024

13101-5788109-1

PAKISTAN

13101186604 F7411839

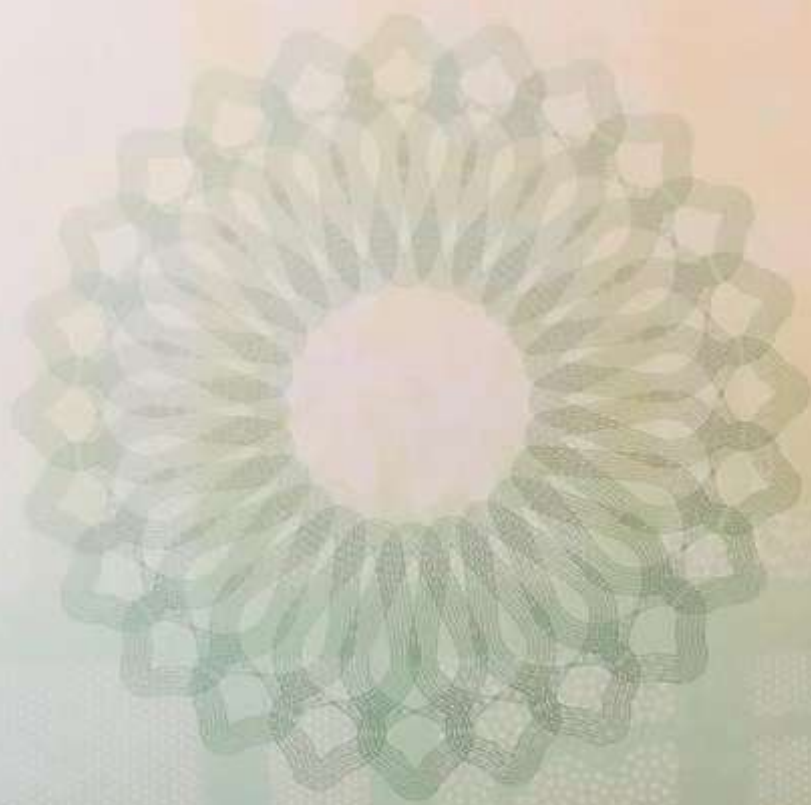


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یہ پاسپورٹ موملے عربی کے دنیا کے تمام ملک کے لئے قابل ہے

THIS PASSPORT IS VALID FOR ALL COUNTRIES OF
THE WORLD EXCEPT ISRAEL



ANNOTATIONS

Religion
ISLAM

Previous Passport
HN5141092



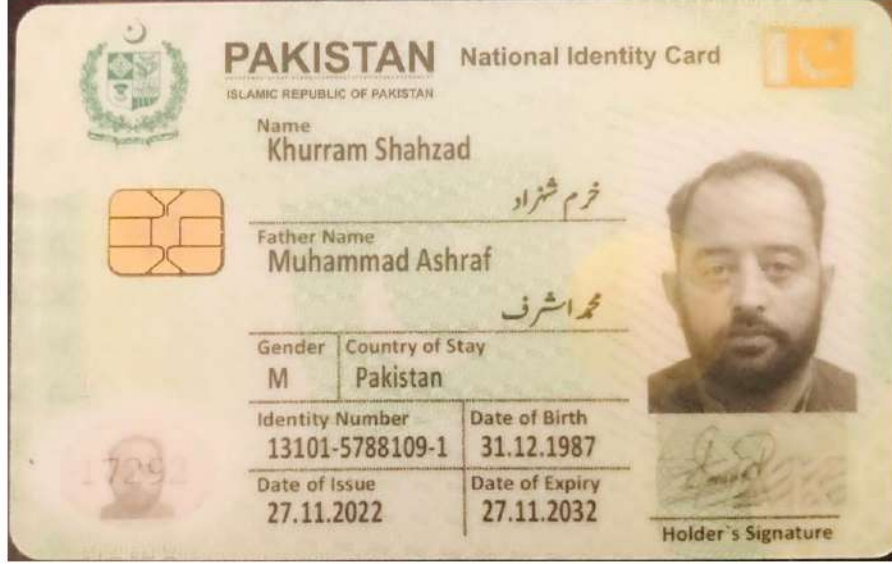
HOLDER'S SIGNATURE OR THUMB IMPRESSION

حامل ہذا کا دستخط یا نشان انگوشت

NOT VALID WITHOUT SIGNATURE OR THUMB IMPRESSION

یہ پاسپورٹ بغیر دستخط یا نشان انگوشت ناقابل استعمال ہے۔



The image shows a Pakistani National Identity Card (NIC) for Khurram Shahzad. The card is light green with a gold border. At the top left is the national emblem of Pakistan. To its right, the text 'PAKISTAN National Identity Card' is printed in bold, with 'ISLAMIC REPUBLIC OF PAKISTAN' in smaller text below. A small orange 'IC' logo is in the top right corner. The cardholder's name 'Khurram Shahzad' is printed in English and Urdu. Below this is the father's name 'Muhammad Ashraf' in English and Urdu. A small orange chip icon is to the left of the father's name. The cardholder's photograph is on the right. Below the name and father's name, there is a table with personal details: Gender (M), Country of Stay (Pakistan), Identity Number (13101-5788109-1), Date of Birth (31.12.1987), Date of Issue (27.11.2022), and Date of Expiry (27.11.2032). A signature strip at the bottom right shows the holder's signature and the text 'Holder's Signature'.

PAKISTAN National Identity Card
ISLAMIC REPUBLIC OF PAKISTAN

Name
Khurram Shahzad

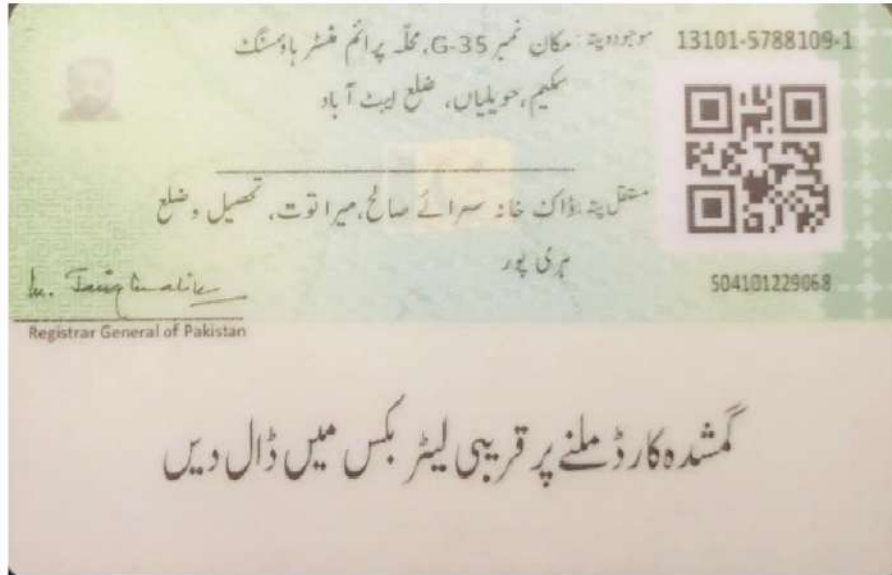
Father Name
Muhammad Ashraf

Gender: M | Country of Stay: Pakistan

Identity Number: 13101-5788109-1 | Date of Birth: 31.12.1987

Date of Issue: 27.11.2022 | Date of Expiry: 27.11.2032

Holder's Signature

The image shows a registration slip for the National Identity Card. It is light green with a gold border. At the top, the identity number '13101-5788109-1' is printed. Below it, the cardholder's name 'Khurram Shahzad' is written in Urdu. The address 'G-35, Main Road, Faisalabad' is written in Urdu. A QR code is on the right. Below the QR code, the text '504101229068' is printed. At the bottom, the signature of the Registrar General of Pakistan is shown, along with the text 'Registrar General of Pakistan'. A large Urdu message at the bottom reads 'گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں' (If the lost card is found, please put it in the nearest letter box).

13101-5788109-1


سویڈن: مکان نمبر 35-G، محلہ پرانم فسر ہاؤسنگ سکیم، حویلیاں، ضلع لیٹ آباد

مستقلیت: ڈاک خانہ سرائے صالح، میراتوت، تحصیل و ضلع ہری پور

504101229068

Registrar General of Pakistan

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

 **KHYBER PAKHTUNKHWA**
DRIVER'S LICENSE

M.CAR/JEEP ONLY **EXPIRES: 20-11-2028**

KHURRAM SHAHZAD
HOUSE NO A 78 PM HOUSING SOCIETY
CHAMBA HAVELIAN

CNIC: 1310157881091
DOB: 31-12-1987 GENDER: M
ISSUE DATE: 03-09-2013

HARIPUR

105000017776

ISSUING AUTHORITY
Khyber Pakhtunkhwa Police

SAY NO TO CORRUPTION

Permanent Address: MARA TOOT, P.O: SARHI SALEH, Haripur

Blood Group: O(-ve)
Emergency# 03145080632

1. Issued by Government of Khyber Pakhtunkhwa
2. Valid all over PAKISTAN
3. In the event of loss, this card holder should report to nearest police station
4. If found please drop into the nearest letter box

 ptpkp.gov.pk
Raabta App

