## CURRICULUM VITAE

JAHANZAIB KHAN

**Contact No: +92-300-5545542**

**Email: zaibk963@gmail.com** / **jhanzaib\_khan072@yahoo.com**

### Address: House # 750-DP Dhoke Paracha Near 6th Road, Satellite Town Rwp.

 **Personal Information**

#### F/Name: Gulraiz Khan

Gender: Male.

Marital Status: Married

CNIC NO: 37405-2954290-5

D.O.B: 04-12-1972

Nationality: Pakistani.

Domicile: Federal.

 **Objective**

To obtain a full time position in a multinational this offers a professional working environment and enables me to grow while meeting the corporation’s goals. To secure a position with a well- established organization with a stable environment that will lead to a lasting relationship in the field of Management & Human Relations.

 **Academic & Professional Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Year** |  | **Degree/ Certificate** | **Board/University** |
| 1 | 2015 | BA(C) | Allama Iqbal Open University Isb. |
| 2 | 2013 | F.A | Allama Iqbal Open University Isb. |
| 3 | 1990 | Metric | FBISE |

#  Experience (30 Years)

 **10 Years Plus Experience as a Manager Administration in various Organizations**

#### **HAWK AVIATION SERVICES (TECHNICAL TRAINING SCHOOL)**

**(Office 319, 3rd Floor, Malikabad Plaza Murree Road Rwp) (October 2018 to Onward)**

**Designation: - "Station Manager Islamabad”**

#### **GHARONDHA PVT LTD (REAL ESTATE AND BUILDERS)**

**(Alhameed Mall, Suite 18, 1ST Floor G 11 Markaz Isb) (2017 to september2018)**

**Designation: - "Manager Administration/Marketing Manager”**

#### **IQBAL&COMPANY (LIFE SAVING MEDICAL DEVICES)**

**(Al-Falah Manzil, St 26 E-11/4 Islamabad) (March 2016 t0 April 2017)**

**Designation: - "Manager Administration”**

#### **BISMILLAH ENTERPRISES (MALIKABAD SHOPPING MALL)**

**(MalikAbad Plaza Main Murree Road Rawalpindi) (2009 to 2016)**

**Designation: - "Admin and controller CC Cam”**

### Job Responsibility (Manager Administration & Accounts)

* Completing special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
* Planning and coordinate administrative procedures and systems and devise ways to streamline processes
* Recruit and train personnel and allocate responsibilities and office space
* Assess staff performance and provide coaching and guidance to ensure maximum efficiency
* Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
* Ensure the smooth and adequate flow of information within the company to facilitate other business operations
* Manage schedules and deadlines
* Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
* Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs; analyzing variances.
* Monitor costs and expenses to assist in budget preparation
* Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
* Organize and supervise other office activities (recycling, renovations, event planning , Seminar Scheduling etc.)
* Ensure operations adhere to policies and regulations
* Keep abreast with all organizational changes and business developments

#  Abroad Visits

#### China, Hong Kong, Thailand

#### (For business Tour)

 **Technical Expertise/Courses**

* Computer Automation
* Peachtree
* Safety Inspector
* Event Management Course.
(Project planning and management)
* Office Management

#  Languages Competency

#### English

* + Urdu
	+ Punjabi

 **Reference**

References will be provided on demand.