

**Sajid Ali Javed Khan**

**Contact: +92 333 9312076**

**+92 300 5978980  
Email:** [**sajidalikhan@live.com**](mailto:sajidalikhan@live.com)

|  |
| --- |
|  |

**CAREER OBJECTIVE:**

Looking for a competitive and challenging position in highly growth oriented organizations where my knowledge and experience can be effectively put to use for the betterment of organization.

**CAREER PROFILE/SKILLS USED:**

* Excellent technical knowledge
* Problem solving & decision making
* Excellent typing speed of data entries.
* Excellent understanding of MS Office

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Public / Private School**

**Tenure:**  Oct 01, 2020 – Present

**Designation:** **Teacher**

Teaching experience of KG to 8th grade students at public schools also privately tutored struggling students.

**Organization:** **NR Electronics** **TOTAL Parco Pak Ltd**

(Oil and Gas Company)

**Tenure:**  Nov 10, 2012 – December 30, 2019

**Designation:** **Admin Coordinator**

**-----------------------------------------------------------------------------------------------------------------------------------------------------------------**

**Responsibilities:**

* Plan and **coordinate administrative** procedures and systems and devise ways to streamline processes
* Dealing with incoming email, call and arrange meetings etc.
* **Train personne**l and allocate responsibilities and office space.
* Manage schedules and deadlines
* Monitor inventory of office supplies and the purchasing of new material by obtaining requirements

**Negotiating price, quality, and delivery; approving** invoices.

* **Oversee facilities** services, maintenance activities and tradespersons (e.g electricians)
* **Organize and supervise** other office activities (recycling, renovations, event planning etc.)
* Maintains continuity among **corporate,** division, and **local work teams** by documenting and communicating actions, irregularities, and continuing needs.

**Organization:** **United Kaipara Dairies CO PSC**

(FMCG Company)

**Tenure:**  Mar 24, 2007 – Sep 20, 2012

**Designation:** **IT Support cum Supervisor**

-----------------------------------------------------------------------------------------------------------------------------------------------------------------

**Responsibilities:**

**Job responsibilities include but not limited.**

* Handled over 120 users by giving different services
* Desktop/Laptop management i.e. Configuration, Internet, Wi-Fi Routers & Printers, Scanners, Switches in windows 7 etc.
* Strong understanding using Ms. Offices 2010, 2013 etc.
* Deployment of wireless and networks also manage Active directory and firewall.
* Assigned the tasks of screening, diagnosing and referring external and internal inquiries and work requests
* Performing troubleshooting in identifying applicable problems relating to application software, PC, and basic network communications
* Liaised with user to ensure that the problem reports have been solved satisfactorily.

**Supervisor Auto Workshop and Transport.**

* Supervising and maintaining automation fleet that consist of 470 sales refrigerated vehicles and trailer, which distribute products in UAE and Oman.
* Supervising and maintaining activities related to auto spare parts and manpower allocated for maintenance and compliance with standard and operating manuals.
* Negotiate tender documents for spare parts, follow up with suppliers to ensure all maintenance material and spare parts are made available for any condition.
  + Provide the finance department with all the documents, information and reports regarding maintenance budget and submitting progress report to the management.

About 150 workers were working under my supervision in Auto Workshop, Auto Store, Raw Packing Store, Raw Material Store, UHT Juices Store and Ice Cream and Frozen Store. I was responsible for their attendance. I was reporting to Auto Manager and also General Manager (GM) and Managing Director.

**Preparing Documentation and Keeping Track record of purchasing**:

* Purchase and issue order in accordance to specification.
* Handling Administrative Activities
* Preparing the comparative statements and get the quotes for some items etc.
* Performed research activities to determine a list of possible vendors.
* Monitor all purchase requisitions.

**Organization:** **HUAWEI NET KOM Technologies**

(Telecommunication Company)

**Tenure:**  Aug 2005 – May 2006

**Designation:** **Customer Service Center Manger**

-----------------------------------------------------------------------------------------------------------------------------------------------------------------

**Responsibilities:**

* As a CSC Manager I handled all the issues related to customer, handheld Wireless (Mobile) & desktop (Telephone sets) devices in local and remote areas.
* Responsible for handheld Wireless (Mobile) & desktop (Telephone sets) devices software configuration, internet configuration and maintenance.
* Manage various personnel functions including, but not limited to, hiring, merit recommendations, promotions, transfers and vacation schedules.
* **Achievements:** Configure a stock of 700 wireless sets in a limited time.

**Organization:** **Shell Pak Ltd**

(Oil and Gas Company)

**Tenure:**  Jan 2004 – Feb 2005

**Designation:** **Maintenance Assistant**

-----------------------------------------------------------------------------------------------------------------------------------------------------------------

**Responsibilities**: I provided secretarial and administrative support to the maintenance engineer and other senior management. My day to day responsibilities were included preparing confidential reports, distributing internal memos, assisting with vendor queries and acting as a point of contact for customers. I also organized and take minutes for meetings.

**ACADEMIC EDUCATION:**

March 2004 IBMS/CS Agricultural University Peshawar Pakistan

**Master of Computer Science (MCS)** (Major: computer science)

September 2001 University of Peshawar Pakistan

**Bachelors of Computer Sciences (BSc)**  (Major: computer science)

July 1999 Hayat Abad Science College Peshawar

**Higher Secondary School Certificate (H.S.S.C)** (Group: Pre-Engineering)

**PERSONAL INFORMATION:**

**Father’s Name** : Javed Khan

**Date of Birth** : 08 July 1980

**REFERENCE:**

Reference will be furnished on demand.