

# ARBAB ALI KHAN

## MY CONTACT

### Phone

0332-2565107

### Email

arbabkhan0316177@gmail.com

### Address

House No. 123, Street No. 5,  
Sector F-10/3, Islamabad,  
Pakistan.

## EXPERTISE

- Excellent communication skills, both verbal and written
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Strong organizational and time management abilities
- Detail-oriented with a high level of accuracy
- Ability to work effectively in a team and individually

## OBJECTIVE:

To secure a position that utilizes my skills and experience while offering opportunities for growth and advancement.

## EDUCATION:

- Intermediate Completed in Arts (Year)
- Currently, pursuing BA (Bachelor of Arts)

## EXPERIENCE:

### PEI Polio Eradication Program (2.5 years)

- Responsibilities included assisting in planning and implementing polio eradication campaigns
- Collaborated with a team to conduct vaccination drives and ensure accurate record-keeping
- Managed logistical aspects of the program and maintained effective communication with stakeholders

### ZAFA Pharmaceutical Company (6 months)

- Contributed to the packaging and labeling of pharmaceutical products
- Assisted in inventory management and quality control processes
- Followed standard operating procedures and adhered to strict quality standards

### Medical Store (2 months)

- Provided customer service and assisted customers with their inquiries
- Managed inventory and ensured the availability of medicines
- Handled cash transactions and maintained accurate sales records

## COURSE:

Office Management Course (6 months)