



# Zia Ullah Khan

## Career Objective

Looking for a promising career opportunity where I could fully utilize my expertise and skills while making significant contribution to the success of the organization.

## CONTACTS



House# 8, St# 1, E-block,  
Paris city Society,  
H-13, Islamabad



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0335 8071635, 0312 1531924

## Computer Skills

- MS Office
- Excel
- Spreadsheet
- Power point
- Typing speed (40wpm)
- Software Installation

## Soft Skills

- Team work
- Time management
- Task prioritization
- Adaptability
- Stress management
- Quick learner
- Communication in three languages (English, Urdu and Pashto)
- Facing challenges
- Conflict resolution

## WORK EXPERIENCE

### Provincial Project Coordinator (Polio Eradication Programme) (Micromerger Pvt ltd)

Duration: (Nov 2016 - Dec 2021)

#### Responsibilities:

Data Validation, Data Processing, Data Analysis, Field Communication, Management & Administration, HR activities, Employees record, Staff supervision, Leave record, Inventory record and maintenance, ERP (SAP), Petty cash management, Billing, etc.

#### Reporting to Head Office:

HR Manager, Finance Manager, Operation Manager.

### Admin Officer

(One Eleven Group)

Duration: (Jun 2022 - Feb 2023)

#### Responsibilities:

Management & Administration, Employees record, Staff supervision, Inventory maintenance, Mess Supervision, Site/field office Coordination & monitoring.

### Admin Officer

(Al-Sadat Marketing)

Duration: (Jul 2023 - Oct 2023)

Management & Administration, Employees record, Staff supervision, Inventory maintenance, Mess Supervision, Billing, Site/field Office Coordination & monitoring.

## Education

### MSc Sociology (Result awaited)

-From Allama Iqbal Open University Islamabad

B.A (2016 – 2017)

-From Gomal University D.I Khan.

DAE Petroleum - 3 year (2012 – 2015)

-From Board of Technical Education, Peshawar.

F. A (2011 – 2012)

-From Board of Intermediate and Secondary Education, Kohat.

SSC (2008 -2009)

-From Board of Intermediate and Secondary Education, Kohat.

## Languages

- English
- Urdu
- Pashto