



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



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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

OGDCL Internship Training

Nashpa Field Karak

10-Feb-2016 to 8-March-2016

First weak: Training with HSE.

Second weak: Training with gas Compressor Plant Operation.

Third weak: Training with production.

Fourth weak: Training on Rig and Mud tank.

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

Duration: (Nov 2016 - Dec 2021)

Responsibilities:

1. Responsible to overall office operation management.
2. Administration documentation, Employees record.
3. HR activities (report vacant position, shortlisting, test & interview conducting)
4. Supervision of all staff & staff performance.
5. Responsible to maintain staff leaves record, attendance & payroll.
6. Arrange training of each month before campaign.
7. Responsible to maintain Inventory record, maintenance, issuance and collection.
8. Responsible to logistic & Procurement.
9. Update ERP (SAP) on daily basis.
10. Data Validation, Data Analysis & Field Communication.
11. Petty cash management, daily expenses and Utilities Bills, etc.

Reporting to Head Office:

HR Manager, Finance Manager, Operation Manager.

Admin Officer

(One Eleven Group)

Duration: (Jun -2022 to Feb-2023)

Responsibilities:

- a) Overall office operation management.
- b) Administration documentation, Office record.
- c) Staff supervision & Staff Performance.
- d) Inventory maintenance.
- e) Mess Supervision and Mess billing record.
- f) Site/field office Coordination & monitoring.

Admin Officer

(Al-Sadat Marketing)

Duration: (Jul 2023 - Oct 2023)

Responsibilities:

- i. Responsible to operation management.
- ii. Administration, documentation, Employees record.
- iii. Staff supervision & Staff performance.
- iv. Maintain inventory record, Inventory maintenance, Issuance & collection.
- v. Mess Supervision & Utility Bills.
- vi. 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