



Contact: +923339916128

office Assistant

Email: [abasskhan854@gmail.com](mailto:abasskhan854@gmail.com)

Passport No: TR1010831

Passport Expiry: 13/08/2028

### CAREER OBJECTIVE

I am currently looking for a full time position in an environment that offers a great challenge ,increased benefits for my family,and the opportunity to help the company advance efficiently and productively.

#### Professional summary

Dedicated office assistant with 4+ year of experience in administration and customer services looking for job.

#### Professional work Experience

**Organization :** AL HASNAIN PUBLIC SCHOOL PESHAWAR

**POSITION :** OFFICE ASSISTANT

**Duration :** 01/04/2019 Upto

#### Responsibilities:

- ❖ Answer and managed incoming and outgoing call while recording accurate message for distribution to staff.
- ❖ Data entry of student in database
- ❖ English and urdu Paper compositing for exams and generation of student fee slips.
- ❖ To keep all record and maintain office equipment and lab.
- ❖ Computer typing speed of 35 wpm.
- ❖ Working on Ms office software's like(Ms Excel,ms word,Ms power point, ms access etc)

**Organization :** kpk Education department (ALP Alternative learning pathways finance by world bank IDA)

**Position :** Facilitator (project)

**Duration :** 01/04/2023 upto

#### Responsibilities :

- ❖ Providing Education to those student who left their education by any reason.
- ❖ To facilitate non formal child.
- ❖ To bring them mainstream line education.

#### Professional skills:

- ❖ Very energetic result and oriented and organized.
- ❖ Strong verbal and written communication.
- ❖ Able to work independently in a team environment under supervision of higher authorities.
- ❖ Positive attitude and strong sense of responsibility.
- ❖ To facilitate customer service.
- ❖ Microsoft office skill ( Word ,Excel , power point).
- ❖ Adoptability,punctuality,team work,problem solving.
- ❖ TYPING SPEED 35 WPM
- ❖ English and Urdu composing.

#### ACADEMIC EDUCATION

❖ **INSTITUTE/UNIVERSITY :** UNIVERSITY OF PESHAWAR

**DURATION :** FROM 2020 TO 2022

**DEGREE :** MASTER OF ARTS (political science)

❖ **INSTITUTE/UNIVERSITY :** UNIVERSITY OF PESHAWAR

**DURATION :** FROM 2017 TO 2020

**DEGREE :** bachelor of Arts (political science)

❖ **INSTITUTEBOARD** : **BOARD OF TECHNICAL EDUCATION PESHAWAR**  
DURATION : FROM MARCH 2019 TO 2020 (ONE YEAR)  
DIPLOMA : DIPLOMA OF INFORMATION TECHNOLOGY (IT)  
❖ **INSTITUTE/BOARD** : **board of intermediate and secondary education peshawar**  
DURATION : FROM 2014 TO 2017  
CERTIFICATE : higher secondary school certificate (computer science)  
❖ **INSTITUTE/BOARD** : **Board of intermediate and secondary education peshawar**  
DURATION : FROM 2012 TO 2014  
CERTIFICATE : secondary school certificate (science)