

Curriculum Vitae

Personal Information

MUHAMMAD ABBAS KHAN

Muwaileh, Sharjah

Mobile: +971 554472468

Abbaskhattak72@gmail.com



Professional Experience

Administrative Assistant – Savings Hypermarket, Sharjah **Nov 2019 – Sep 2020**

- Coordinating with officials in administration process
- Handling web portal of the company.
- Handling office tasks, such as filling, generating reports.
- Handle administrative requests and queries from senior managers.
- Write and distribute email, correspondence memos, letters and forms.
- Developing and maintaining filing system.
- Update and maintain office policies and procedures.

Admin Officer – JHK Construction Company **Sep 2018 – Oct 2019**

- Delegating tasks and ensuring that they are completed in accordance with existing policies and procedures.
- Greeting and directing visitors to the appropriate parties.
- Handling basic office duties, such as answering and routing phones, responding to emails,
- Maintaining client records, and data entry and reporting.
- Supporting employees by facilitating interdepartmental communications and interactions between internal and external parties.
- Ensuring that the office is well-maintained, organized, and secure.

Trainee Admin Officer - Pakistan Tobacco Company **April 2018 – July 2018**

- Communicate and coordinate with internal departments.
- Preparing travel arrangements for office staff and managers.
- Preparing correspondence, documentation, or presentation materials.
- Preparing reports on expenses, office budgets, and other expenditures.
- Creating, updating, and maintaining records and database.

Administrative Coordinator - Atif Khan Khattak and Company **Oct 2017 – March 2018**

- Maintaining records of goods ordered and received.
- Direct and Coordinate activities of personnel engaged in buying.
- Implement purchasing and Contract management instructions, policies, and procedures.
- Maintaining and updating record of purchased material.
- Preparing agendas for meeting.

Education and Certification

INSTITUTE OF MANAGEMENT SCIENCES, PESHAWAR.

Bachelor of Business Administration

2013 – 2017

GOVERNMENT COLLEGE OF TECHNOLOGY, NOWSHERA.

Diploma of Associate Engineering - Mechanical

2009 – 2012

Other skills and competencies

Strategic Planning.

Excellent communication, Analytical and problem-solving skills.

Ability to work individually and as a team member.

Ms Office.

Languages

English

Urdu

Hindi

Pashto

French (Basics).

References

Amira Sobhi

HR Manager

Savings Hypermarket L.L.C

hr@savingsae.com

Sartaj Ali Khan

Regional Manager

Pakistan Tobacco Company

Sartaj_A_Khan@bat.com