

Shehryar Ashraf Khan



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Current Location: Pakistan.

Professional Summary

I am currently serving as Assistant Supervisor (HR) at PAF-IAST, where I am assigned as Personal Assistant to the Advisor and Head of Center of Excellence in Transportation/ Railway Engineering. In this capacity, I oversee daily operational and administrative matters of the department, provide direct executive support to senior leadership, and ensure the smooth functioning of academic and administrative activities. My role involves coordinating with faculty members, students, and internal and external stakeholders collaborating with the department, managing official correspondence, scheduling meetings, and facilitating effective communication across all levels.

Previously, I served as Secretarial Staff at the Sino-Pak Centre for Artificial Intelligence, a PSDP project of the Ministry of Information Technology and Telecommunication, where I developed strong organizational, coordination, and multitasking skills. I efficiently handled administrative operations, managed schedules, maintained official documentation, and ensured seamless coordination among multiple stakeholders, contributing to the effective execution of project activities.

Work Experience

Organization Pak Austria Fachhochschule: Institute of Applied Sciences & Technology, Haripur.
Organization Type: Public Sector, University.
Designation Assistant Supervisor HR
From- To: 02nd July 2024 to till date
Location: Haripur, KPK, Pakistan.

Organization Sino Pak Center for Artificial Intelligence, PAF-IAST, Haripur
Organization Type: Public Sector, University.
Designation: Secretarial Staff
From-To: 8th January 2021 to 30th June 2024
Location: Haripur, KPK, Pakistan.

Job Description/ Responsibilities

- Reorganized and streamlined the file and letter record management system by creating an Excel-based database indexed by date and reference number, significantly reducing the time and effort required for searches
- Examined all incoming calls, emails, letters, and files and prioritized them before giving them to my boss.
- Expedited an online Excel sheet to keep track of all incoming, outgoing, and dispatched documents and letters from the chairman's office.
- Interpreted every file that is leaving our office is correctly typed, formatted, and sealed.
- Conduct and efficiently manage meetings with board members faculty, Partner universities, and industries business partners, both person and virtually. Make sure everything is prepared before the meeting and test online tools and devices before they begin to prevent interruption.

- Establish appropriate memos, summaries report forms, presentations, and communications for my advisor, including those that are confidential in nature.
- Train newly hired academic instructors and staff on how to use the ERP System and Smart Boards put in classrooms and auditoriums to avoid any technical issues that arise from improperly managing these devices.

Skills Utilized:

- **Administrative Support:** Provide general administrative support, such as filing documents, managing paperwork. Maintain organized records and files. Maintain Petty cash of the Department.
- **Problem Solving:** Address and resolve issues or inquire that arise within the Advisor office, making decisions when necessary and refer important to the Advisor attention.
- **Meeting Coordination:** Prepare materials for meetings, take minutes when required, and ensure that the Advisor is well prepared for meetings and presentations.
- **Time management:** Prioritize tasks effectively and adapt to changing priorities, ensuring that important deadlines are met.

Education:

Certificate/Degree:	MSc. Economics
Institute:	Allama Iqbal Open University, Islamabad.
Passing Year:	2024
Grading:	B

Certificate/Degree:	Bachelor of Commerce
Institute:	Allama Iqbal Open University, Islamabad.
Passing Year:	2018
Grading:	B

Certificate/Degree:	Diploma of Commerce
Institute:	Govt. College of Commerce, Haripur.
Passing Year:	2013
Grading:	C

Certificate/Degree:	SSC
Institute:	Mumtaz Public High School
Passing Year:	2010
Grading:	C

Professional Diploma/Education

Diploma:	Diploma of Information Technology
Institute:	Govt. College of management Sciences, Haripur.
Passing Year:	2018.
Grading:	A

Computer and other professional skills

Sr. No	Skill/Ability	Proficiency Level	Last Used/Practiced
1	MS Word Processing	Excellent	Currently Using
2	MS Excel Processing	Excellent	Currently Using
3	MS Power Point Processing	Excellent	Currently Using
4	Microsoft Teams	Excellent	Currently Using
5	Outlook Express	Excellent	Currently Using
6	Organization ERP System	Excellent	Currently Using
7	Zoom	Excellent	Currently Using

Languages:

- **English**
- **Urdu**