



JAHANZAIB KHAN

About Me

Dynamic A highly motivated and accomplished professional with a record of accomplishment of success in management tasks possessing strong leadership and teamwork management, keen attention to detail. Seeking new opportunities to leverage my skills and contribute to the success of a progressive organization.



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Rawalpind, Pakistan

LANGUAGE

- English
- Urdu (basic)

EXPERTISE

- Management Skills
- Creativity
- Communication
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

Internee

Pakistan Civil Aviation Authority, AIIAP Lahore
Feb 2021 - Mar 2021

Internship in several departments, including Human Resources (managing job application data and internship lists), Commercial (tracking airport retail records and rental agreements), Cargo (assisting with loading/unloading and clearance documentation), and Air Traffic Control (supporting flight planning and documentation).

Internee

Lahore Flying Club, Walton airport Lahore
Dec 2020 - Jan 2021

Handled admissions, certifications, flight operations, salaries, and finance. Managed incoming/outgoing mail, packages, office supplies, and inventory. Oversaw aircraft refueling, imported aircraft parts, and maintained logbooks and student flight hours.

EDUCATION

NUML Islamabad

Master in Business Administration (MBA-HR)
2021-2023

Superior University Lahore

Bachelor in Aviation Management
2017-2021

REFERENCE

Reference will be furnished on demand