

PALWASHA KHAN

Administrative Coordinator

I am a driven Administrative Coordinator with two years of practical experience, demonstrating resilience and a commitment to operational efficiency. My background includes providing comprehensive administrative support, optimizing workflows, and managing audit preparedness to ensure compliance with ISO 9001 and 2015 Standards. Recognized for my frugal approach, I prioritize resourcefulness and value-driven strategies that contribute to cost-effectiveness without compromising quality. I am eager to bring my diverse skills and dedication to the Administrative Coordinator role in the organization, where I can support organizational goals with measurable impact.

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EDUCATION

Bs Economics

Virtual University of Pakistan

04/2021 - Present

WORK EXPERIENCE

Administrative Assistant

Freeline Movers (Export and Import)

10/2020 - 11/2022

Islamabad, Pakistan

A Packing shipping and freight forwarding company. Handling exports and imports of house-hold Goods of many UN agencies on a contract basis.

Achievements/Tasks

- **Administrative Responsibilities:** Provided comprehensive administrative support to ensure smooth day-to-day operations. Streamlined administrative processes, resulting in increased efficiency and productivity. Demonstrated efficiency in optimizing operations and ensuring compliance with SOP's.
- **Audit Preparedness:** Organized and maintained records to facilitate easy retrieval during audits. Implemented file management practices that met audit standards and compliance requirements. Successfully navigated and contributed to audit processes, showcasing attention to detail and commitment to transparency.
- **Social Media Management:** Developed and implemented effective social media strategies to enhance brand visibility. Created engaging and relevant content across various platforms to increase audience engagement relationships.

Reference Contact : Excellent References will be furnished upon request

ORGANIZATIONS

Freeline Movers (10/2020 - 11/2022)

Administrative Coordinator

Robaitic (04/2020 - 10/2020)

Social Media Coordinator

SKILLS

Technical & Digital Skills

Cross-Functional Collaboration

Administrative Proficiency

Administrative Support

Interpersonal & Communication Skills

OFFICIAL PROJECTS

Social Media Campaign

(05/2021 - 09/2021)

ISO 9001 and 2005

(08/2021 - 08/2022)

CERTIFICATES

Urdu Story writing (11/2017 - 11/2017)

Participated in the regional Urdu story Contest, Got Second position

Urdu Story Writing (11/2016 - 11/2016)

Participated in the regional Urdu story Contest

Participation In Science Model

(11/2018 - 11/2019)

Kidney Model

ISO 9001/ 2005 QMS

(11/2024 - Present)

Ms Office (07/2019 - 09/2019)

Exclusive course on MS Word, Powerpoint and Excel, from a Renowned organization PNWA Computer literacy Center, Islamabad.