

Wusat Ullah Khan

Administrative Assistant/ Academic Coordinator



Phone: +923138889943
E-mail: wusatullah07@gmail.com
Address: Kalash Valley PO Ayun Tehsil AND District Lower Chitral

About me

A motivated administrative professional seeking a position in a challenging environment. Over 4 years experience successfully providing administrative and secretarial support to the operational department. Proficient in a range of computer applications. Well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments to meet tight deadlines. A proactive problem-solver who gets the job done." .

Personal Information

Gender: Male
Nationality: Pakistani
Date of birth: 01.12.1994
Language: English, Urdu, Chitrali,

Education	Hira Foundation School Ayun Chitral SSC	Jun 2008 – Jul 2010
	Govt College Chitral HSSC	Aug 2010 – Aug 2012
	Govt College Chitral BA	Sept 2012 – Nov 2014
	Chitral College of professional Education B.Ed.	Nov 2014 – Dec 2015
	Abdul Wali Khan University Mardan MA	Aug 2016 – Aug 2018
	BTE Peshawer DIT	Aug 2016 – Oct 2017
	RIPHAH International university Islamabad M.Phil.	Sept 2023 – Continue

Skills	MS Office	
	ERP	
	Active listening	
	Communication	
	Data entry	

Adaptability

Problem-solving

Time management

Multi Tasking

Work Experience

Kips preparations G-9 campus islamabad

Sept 2019 – Jan 2021

Information Officer

- Answering phone calls, Responding to phone calls, Replying to mails, Parents and student dealing, File work, Documentation, Assisting to HR dept with job posting and interviews, Forwarding all correspondence such as mails and latters to BOSS

KIPS preparations Abbottabad Campus

Feb 2021 – Jan 2022

Information Officer

- Answering phone calls, Responding to phone calls, Replying to mails, Parents and student dealing, File work, Documentation, Assisting to HR dept with job posting and interviews, Forwarding all correspondence such as mails and latters to BOSS

KIPS High School Rawalpindi

Feb 2022 – May 2023

Exam Controller

- All matters concerned with the conduction of examination. Arrangement for the timely issuance/provision of the examination material, instructing the supervisory staff and holding their meetings as and when required. Maintaining over all examinations record of the students. Ensuring and maintaining strict secrecy of all information regarding the examinations. Keep record of Student's result and ensure departmental secrecy. Issuance of degrees to Under Graduates & Post Graduates students.

KIPS Preparations Swat Campus

Jun 2023 – Aug 2023

Assistant Campus Manager

- Manage budgets, logistics and events or meetings Handle scheduling, record-keeping and reporting Ensure the campus complies with relevant laws and regulations Develop and run educational programs Hire, train and advise staff Counsel students when needed Resolve conflicts and other issues Communicate with parents, regulatory bodies and the public Implement actions that improve the school and the quality of education (e.g. building renovations, new guidelines for students, new subjects) Help shape and uphold the vision of the campus

Interest

- Organizing local meetups
- Social media

Hobbies

- Reading for education
- Running
- Listen to music
- Traveling