

Zahid Khan

Administrative Assistant

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SUMMARY

Experienced Office and Administrative professional with over six years of experience in office administration, front desk management, and providing logistical support in both national and international organizations. Throughout my career, I have developed strong communication, organizational, and technical skills, and pride myself on being a quick learner with a proactive, team-oriented approach. I am passionate about working in dynamic Environments where I can contribute to operational efficiency and support the overall success of the organization.

WORK EXPERIENCE

Front Desk Officer

PCP (Pakistan Centre for Philanthropy)

Nov '23 — Present
Islamabad, Pakistan

- First point of contact for visitors and callers; ensured excellent customer experience.
- Managed meeting schedules, minutes, office records, and inventory.
- Supported HR/Admin operations, coordinated events, and handled internal logistics.
- Assisted in database management, complaints handling, and travel arrangements

Office Assistant

UNDP (United Nations Development Programme)

Jun '19 — Jul '22
Islamabad, Pakistan

- Managed calls, correspondence, and logistical arrangements for events/travel.
- Handled confidential documents and provided clerical support to teams.
- Ensured efficient internal mail and office maintenance coordination.
- Maintained visitor logs and supported admin with document handling.

Administrative Support Assistant

TGC (Tribal Global Construction Company)

Jul '17 — May '19
Peshawar, Pakistan

- Scheduled meetings, managed correspondence, and maintained records.
- Supported internal communications and logistics for events and travel.
- Assisted with equipment maintenance, IT documentation, and data management.
- Coordinated reports, presentations, and bookkeeping for management.

EDUCATION

Bachelor in Business Administration, University Of Peshawar

Jan '22 — Present
Peshawar

- Studied core subjects including management, marketing, finance, and human resources.
- Developed strong skills in business communication, organizational behavior, and strategic planning.

Diploma in Information Technology, The Professional Skill Council

Jan '18 — Dec '19
Islamabad

- Covered essential IT skills including computer fundamentals, MS Office, internet applications, and basic hardware/software troubleshooting.
- Gained hands-on experience in operating systems, data management, and IT support.
Developed proficiency in Microsoft Office Suite, email handling, and basic networking con

Diploma in Civil Engineering, Charsadda Institute of Technology

Jan '14 — Dec '17
Peshawar

- I have completed a 3-year technical diploma covering civil construction, surveying, quantity estimation, structural design, and site supervision. Gained hands-on training in AutoCAD, building materials, and project implementation techniques.

High school diploma in Secondary School Certificate, Board of Intermediate Secondary Education

Jan '11 — Dec '13
Peshawar

- I have Completed Secondary School Certificate (Science Group – Computer Science) from the Board of Intermediate & Secondary Education, with a focus on subjects including Physics, Chemistry, Mathematics, and Computer Science, developing strong analytical, problem-solving, and basic programming skill

AWARDS

Employee of the Month

Feb '20

Generating Global Environmental Benefits

For outstanding performance, punctuality, and dedication to duties, contributing to improved team efficiency and administrative assistance.

SKILLS

Office Software MS Office Suite (Word, Excel, PowerPoint, Outlook)**Administrative Skills** Data Entry & Record Management, Document Drafting & Formatting, Travel & Event Coordination, Inventory & Filing Systems**Communication** Email & Phone Communication Systems**Technical Skills** Basic IT Troubleshooting, Office Equipment Handling (Printer, Scanner, Fax)**Languages** English (Fluent), Urdu (Fluent), Pashto**REFERENCE**

- Muhammad Shahzad Zakir, Programme Associate UNDP, Pakistan, Email: shahzad.zakir@undp.org
- Hazratullah Khan, Admin & Finance Officer UNFPA, Pakistan, Email: hazratonline@gmail.com