



NASRU MIN ALLAH

S/O Atta Ullah Khan

Skills

- Operations Leader.
- Management Knowledge.
- Exceptional Communication Skills.
- Accounts Management.
- All kind of Official Tasks.

Contact

Address: House# 34-Q, Ghosiya Street, Kotha Kalan Road, Near Wali Super Store, Morgah District Rawalpindi.

Mobile:

0342-4684142 (Whats-App)

Email:

nasar.rudn@gmail.com

Hobbies

Book Reading
Traveling
Strong Researcher of Current World Affairs.

PROFESSIONAL EXPERIENCE

MOBILINK FRANCHISE (JAZZ.COM) (2010 TO 2012)

- **POSITION: CUSTOMER SERVICES REPRESENTATIVE.**
- New Number Opening, SIM's Replacements, Mobile Number Portability.

GOV'T GIRLS DEGREE COLLAGE DISTRICT TANK KPK (2012 to 2016)

- **POSITION: JUNIOR CLERK.**
- Student Admissions, Record Keeping, Staff Payroll, Collage Store Room Equipment's In-charge, Letter and notices composition ETC.

MAF CARREFOUR "GIGA MALL ISB" (2016 to 2019)

- **Position: C.C.O OFFICE ASSISTANT.**
- Reporting to Department Head, Filing and Record Keeping, Official E-Mails and Letter Compositions, Cashiers Staff Salaries & Payroll, Petty Cash In-charge ETC.

GLOBAL PHARMACEUTICAL (2019 to 2022)

- **Position: ASSISTANT MANAGER OPERATIONS.**
- Store Stock Management, Purchased Items Billing and Record, Stock in-Out Systematic Entry, Operations Team Leading, Entire Staff Duty Schedule, Leaves adjustments ETC.

RUDN ENCLAVE PROJECT BY (RMRS CO PVT LTD) (2022 to Up-Till Now)

- **Position: ASSISTANT TO G.M OPERATIONS**
- Floor Management, Front Desk Staff In-Charge, Greeting Client's, Office Reception In-Charge, Handling all kind of Internal Operational Matters.

Education

MATRICULATION:

Gov't High School No.2 District Tank.

SECONDARY EDUCATION:

Gov't Degree Collage District Tank.

BACHELORS:

Gomal University Dera Ismail Khan.

D.I.T "DIPLOMA INFORMATION TECHNOLOGY"

Board of Technical Education Peshawar.