

ASAD ALI KHAN

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*"...exceptionally energetic and
enthusiastic personality...projects
a charisma that captures the
imagination of
people...demonstrated excellent
management skills..."*

*"Success has nothing to do with
what you gain in life or
accomplish for yourself....
It's what you do for others..."*

To work with an aim to gain valuable hands-on experience and professional skills in an organization, this provides a challenging, learning and developing atmosphere.

- Six years of study in commerce, banking, finance and accounting
- Highly experienced in use of the Internet and MS office.
- Three years experience as “**Admin Assistant**” in private institute
- One year experience as “**Cashier**” in Rahat Bakers
- Three years’ experience as “**Computer Operator**” in private college
- Six years’ experience as “**Coordinator**” in private institute
- Seven months experience as “**Clerk**” in financial firm

Education, Honours, Certifications, & Professional Qualification:

- **Master of Business Administration (Equivalent to M.S)**
Abdul Wali Khan University Mardan, 2013-17
- **Bachelor of Commerce**
University of Science & Technology Bannu, 2013
- **Intermediate in Commerce**
BTE KPK, 2011.
- **Secondary School Certificate**
BISE Bannu, 2009

Honours:

- **KP Volunteer Certificate** By Directorate General Sports And Youth Affairs, Khyber Pakhtunkhwa
- **Badminton Champion** – 2013 – B.com

Professional Practice:

Recording Financial Transactions
Book Keeping, Income Statements, Balance Sheets
Profit/Loss, Cash Reports, Event Organizer, Debit Credit rules,
Bank Statements, Accounting Equations.

Computer Skills:

- **Software:** (Operated Windows based Software)
- Windows 7 and Office XP (Microsoft Word, Excel and Power Point, Access),
- Working knowledge of the **Internet**
- **System-installations and debugging:** printer operations

*'.....I believe that a good
manager is one who makes himself
progressive-unnecessary...."*

Employment:

Admin Assistant- College of Global Technologies- Mardan Campus from November 2013 to December 2016.

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Accomplishes department and organization mission by completing related tasks and projects as needed.

Cashier- Rahat Bakers March 2017 to December 2017

- Accurately scanning items and calculating the total cost of purchases.
- Handling cash, credit cards, debit cards, gift cards, and other forms of payment.
- Making correct change and issuing receipts.
- Balancing cash drawers at the beginning and end of shifts.

Computer Operator- College of Global Technologies- Rawalpindi Campus.

- Contribute to team effort by accomplishing desired task in well-disciplined manner.
- Set controls on computer and other devices, respond when errors occur and maintain records of job runs.
- Ensure the security and privacy of the system for the student

Coordinator- College of Global Technologies-Rawalpindi Campus from January 2018 to March 2024

- Responsible for the overall management of the campus including human resources, admission, budgeting, implementation of academic policies and to ensure that the vision of the institute is met in imparting quality education. All matters related to staffing are dealt by me. Making strategic plan for the growth of campus.5+ non-teaching staff reporting to me.
- Representing institute on various forums, acting as a focal person in the dialogue process with the respected personalities and departments in Rawalpindi.
- Act as the point of contact for internal and external clients.
- Liaise with executive and senior administrative assistant to handle requests and queries from senior managers.
- Preparing documents for verification from university, HEC and other relevant departments/Organization.
- Contribute to team effort by accomplishing desired task in well disciplined manner.
- Set controls on computer and other devices, respond when errors occur and maintain records of job runs.
- Collecting assignments, projects, and other necessary documents that are needed to start the process of examining.
- Arranging students as per their enrollment number.
- Evaluating all forms of assessment that contribute to students' degree results.
- Maintaining vehicles in optimal condition and managing repair schedules.
- Monitoring transportation costs and optimizing budgets.
- Resolve administrative problems by analyzing information and identifying and communicating solutions.
- Accomplishes department and organization mission by completing related tasks and projects as needed.

Personal:

CNIC: 11201-7389876-7
Date of Birth: April 1th, 1994
Health: Excellent
Domicile: Lakki Marwat - KPK

Contact:

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References

Will be furnished on demand.