

CURRICULUM VITAE

ZEESHAN AHMAD

Email: zeeshankhan.zk1066@gmail.com

Cell: 0312-9598604



Professional Profile:

Experienced Administrative Officer with a passion for forecasting a positive learning environment. Proven ability to effectively manage administrative tasks while supporting the staff. Strong organizational skills and attention to detail. Committed to create a welcoming and inclusive atmosphere for all. Seeking to contribute my expertise in administrative support.

Objective:

Accomplished and results-oriented professional with over 5 years of inventory & Administration management. Skilled in planning, resources optimization, procurement & Team leadership with the proven record of improving organizational efficiency. Seeking to leverage expertise as **Assistant Admin Officer** to streamline processes, enhance productivity and contribute to institutional growth.

Personal Information:

Father's name	:	Ghulam Qadir khan
Gender	:	Male.
Date of Birth	:	10-06-2002
CNIC No.	:	11201-6861852-5
Domicile	:	Lakki Marwat
Nationality	:	Pakistani.
Religion	:	Islam
Driving License	:	Yes

Postal Address: Mohallah Sheru Khel Tehsil & District Lakki Marwat KPK.

Qualification:

Certificate /Degree	Board/University
Matric.	BISE Bannu
F.Sc	BISE Bannu
BSc	University of Lakki Marwat
MSc	Allama Iqbal Open University
MA	University of Lakki Marwat
B.Ed.	Sarhad University

Experience:-

- Inventory controller in **Venus Group of Companies** from 2020 to 2022
- Assistant Admin Officer in **Khubaib Foundation Head Office Islamabad**
Since Jan 2023 till date

Skills

- Proficient in Computer handling
- LTV Driver
- Effective use of MS Word, Excel, E-mail and E-commerce
- Strong command on inventory / record maintenance of assets through manual entries as well as digital.
- Procurement and handling of office equipment.
- Communication Skills
- Team Work

Other certificates.

- 6 Months Computer Diploma.
- 6 Months Wildlife Project Certification
- 2 Months Volunteer Service with Khubaib Youth Mobilization Team
- One month International Certification –Training Programme for Orphanage managers (Turkiye)

Languages: Urdu, English, Pashto, Turkish (learner)

Hobbies: Playing Football, Book Reading, Newspaper, web surfing

Reference: Will be provided on Demand