



Present
address &
contacts

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Hamed Ali Khan

Career Objective Career-minded Admin, HR & Procurement officer with years of experience, adiverse skill set, and a proven ability to work both independently and as part of a team, seeking a position with a well-established organization.

Education	Degree	Institute	Year
	MBA-HRM	KUST, Kohat CGPA 3.28	2010
	BA-Mass Communication	AIOU, Islamabad	2015
	BBA	Northern University, NSR	2006

- Degrees attested from HEC

Experiences

Dec 2022–Present: **Position: Admin Officer**
Company: Shifa Tameer e Millat University, Islamabad
Website: www.stmu.edu.pk

- **Administrative Tasks:** Handling various administrative tasks, such as managing officesupplies, organizing files and documents, coordinating meetings and events, maintaining office equipment, CCTV monitoring and overseeing general office operations of Shifa College of Nursing.
- **Recruitment and selection:** Coordinate and oversee the recruitment and selection processfor university staff and faculty positions, including job postings, applicant screening, interviewing, and reference checks. (Member of selection committee)
- **Employee onboarding:** Facilitate the onboarding process for new employees, including orientation, paperwork completion, and introduction to university policies and procedures.
- **Policy and Procedure Implementation:** To ensure the university policies, procedures, and guidelines are effectively communicated and implemented throughout the organization. Assist in developing and updating HR policies and employee handbooks.

- **Compliance and Legal Requirements:** To ensure compliance with labor laws, regulations, and institute policies. To assist in preparing and maintaining HR-related reports, records, and documentation, including employee contracts, offer letters, and disciplinary actions.
- **Training and Development:** To support the HR department in organizing and coordinating training programs and employee development initiatives. It involves scheduling training sessions, maintaining training records, and tracking employee-training needs.
- **Staff supervision:** To guides and supervises administrative staff, sets clear expectations by defining job roles, responsibilities, and performance standards. To monitor and assess staff performance, provide clarity on tasks, offer necessary resources, and provide feedback to support effective job performance.
- **Event Coordination:** Assist in planning and organizing university events, such as conferences, workshops, meetings and student's orientation, ensuring logistical arrangements are in place.
- **Confidentiality and Data Management:** Handling sensitive employee information and ensure its confidentiality and security. Responsible for maintaining accurate employee records, updating databases, and managing HR-related data and systems.
- **Financial Management Responsibilities:** The tasks involve preparing department budgets, generating regular expense reports, managing petty cash, and collaborating with the finance department for payment processing, invoice handling, and receipt verification
- **Support to Management:** To provide administrative support to the management team,including preparing reports and presentations, scheduling meetings, coordinating travel arrangements, and handling correspondence.
- **Procurement responsibility:** As the Administrative Officer, I play a key role in handling the procurement of various items within our department. This includes acquiring office furniture, electronic devices, refreshments, and office equipment repairing and maintenance.
- **Additional Tasks:** Undertaking various other tasks as assigned by the management, adapting to changing the requirements and taking on new responsibilities as needed, Report writing, Meeting Minutes, maintaining flexibility and effectively managing multiple tasks simultaneously.

Feb 2015 – Dec 2022: Position: Admin & Procurement Manager (7.11 Years)

Company: Noble Enterprises, Islamabad

- Handling overall administrative tasks and assisting with operational functions.
- Coordinating activities by scheduling work assignments, setting priorities, and

directing subordinate employees.

- Supervising day-to-day operations of the administrative department and staff members.
- Executing plans, policies, and programs related to business and financial affairs, property and equipment, supplies, housekeeping, clothing, food service, laundry, stores, forms, buildings and grounds maintenance, engineering, and safety programs.
- Developing and implementing strategies for procuring, storing, and distributing goods or services while maintaining appropriate stock levels.
- Identifying potential new suppliers and cultivating relationships with them.
- Purchasing products and services at the right price, from the right source, meeting the required specifications, in the right quantity, and ensuring timely delivery to internal and external customers.
- Planning, scheduling, and coordinating office events such as meetings, conferences, interviews, orientations, and training sessions.
- Compiling regular expense reports and managing office budgets.
- Procuring surgical, relief, stationery items, PPEs, NFI, hygiene kits, office furniture, electronics, and general items.
- Collaborating with internal and external stakeholders to determine procurement needs, quality requirements, and delivery schedules.
- Preparing and maintaining purchasing records, reports, and price lists.
- Administering contract performance, including monitoring delivery, receipt, warranty, damages, and insurance.
- Establishing and negotiating contract terms and conditions, as well as maintaining supplier relationships.
- Managing sourcing activities, fleet management, and fostering teamwork.
- Supervising the revision of rules, regulations, and procedures to align with changes in laws and policies.
- Ensuring that the office is adequately stocked with necessary supplies and that all equipment is functioning properly and well-maintained.
- Maintaining office equipment, including generators, scanners, fax machines, printers, telephones, and other electronic items.
- Performing other tasks as assigned by management.

Jan 2012 – Feb 2015: Position: Admin Officer (3 years)

Company: Alpha Agencies, Islamabad

- Manage filing, storage and security of documents
- Supervise customer services and respond to customer inquiries
- Manage repairs and maintenance of all office equipment
- Monitor staff performance and attendance activities
- Prepare quotations and invoices for the clients
- Procurement of all general, office supplies, Surgical, Relief items

- Maintain daily records of expenses, receipts and cash in hand
- Ensure all service requirements of the office are undertaken
- Performed other related duties as required

Certification

Three days training workshop on Batteries and Fuel Cells at NUST, Islamabad. (2016)
Certificate in one day Anti-Corruption Conference, FSSP, Islamabad. (2012)

Skills

- Effective verbal and listening & communications skills
- Effective public relations and Public speaking skills
- Problem solving skills
- Supervisory skills
- Time management skills
- Strong organizational skills
- Team building Skills
- Work as team Player
- Flexible in nature
- Stress Tolerance
- Decision Making
- Conflict Management

Languages

	Writing	Speaking	Reading
• English	Excellent	Good	Excellent
• Urdu	Excellent	Excellent	Excellent
• Pashto	Poor	Excellent	Excellent

Personal Information

Date of Birth 3 April 1986
Father's name Arab Khan
Domicile ATTOCK (Punjab)

References

Provided upon request