

PARVEZ KHAN S/O ZAMAN SHAH

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MAILING ADDRESS

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PROFILE SUMMARY

A reliable, capable and enthusiastic person who is able to take on the management and coordinating duties of any leadership role. Possessing extensive experience of supporting, developing and motivating teams to do better and to drive continuous improvements across a range of work activities. Also having a track record of coming up with practical improvement initiatives which enhance a company's overall effectiveness and harnesses the latent potential of its workers. Currently looking to join a suitable organization that rewards hard work and offers good opportunities for career development.

QUALIFICATION

2015-16	EMBA HR Preston University Peshawar CGPA: 3.9/4.0
2005-06	Bachelors of Arts University of Peshawar
1986-87	Intermediate Government Postgraduate College Nowshera

COMPUTER SKILLS

- MS Word
- MS Excel
- Lotus Note
- In page

EXPERIENCE.

Accounts & Admin Officer (General)

Al-Huda School & College Nowshera/ Hamdard Welfare Programme Pakistan

From 01 Dec 2019 to date

Al-Huda School & College Nowshera

- Co-ordination with Board representatives, staff & parents
- Maintain overall students' records
- Monthly record keeping of students' fees/ expenses
- Monthly Fee Slip issuance, collection/ Bank Statement, Reconciliation/ Utility, Rent payment/ Petty Cash handling
- Keep & maintain daily/ monthly attendance record of all staff members
- Liaison with Govt. offices
- Look after PEN (Private Education Network) activates
- Close co-ordination with concerned stationary/ books vendors
- Daily inspection of school's clean-ship and maintenance
- Close collaboration with AFAQ Educational Services Nowshera

Hamdard Welfare Programme Pakistan

- Keep and maintain all administrative functions
- Full support/ data record of deserving, widows and disable persons
- Maintain record of food packages, and any other items
- Liaison with Govt. offices and local administration for smooth function
- Prepare meeting agenda/minutes for directors
- Keep coordination with vendors/contractor
- Attendance management
- Vehicle management
- Conduct survey of different areas to sort out deserving people
- Observation during Cantt board and general election
- Coordination with local donors
- **Any other duties assigned by management**

Habib Cables & Habib Accessories - Manager Operations & Sales

From 26th July 2017 to December 2018

- Keep and maintain customer record.
- Update customer price list
- Maintain Record of stores. (P.V.C/ Cables Coils)
- Management/Administrative support
- HR Activities, set smart goals to different departments, personal folder record
- Prepare a Resume Database, Interview assessment sheet
- Liaison with government offices
- Keep close coordination with advertisement companies and different vendors
- Vehicle management
- Weekly visit to different markets to carry out competitor activity
- Keep close relation with dealers for smooth function
- Keep and co-ordinate with company operated outlet
- Arrange weekly meeting with CEO and Marketing/Management staff
- Prepare Minutes of Meeting and distribute among all participants
- Any other duty assign by Management

Deputy Manager Admin/HR - Cherat Cement Company Limited 1995-2017

Worked as Deputy Manager Admin/HR in Cherat Cement Company Limited and also looked after Greaves Pakistan pvt. Ltd.

Duties

- Dealing all HR Activities. Keep and maintain personal folder record of employees
- Maintain and update yearly Smart Goals of all employees for HODs
- Dealing with all government and semi-government departments e.g. Excise, Police, CM House and other offices
- Arrangement of air tickets and hotel reservation for Executives and official guests
- Managing and renewal of Arms License for security
- Registrations of all official vehicles, and renewal of registration books
- Dealing with court for different cases
- Contacting with land revenue offices
- Record keeping of equipment used in office
- Arrangement of security for VIPs movement and Chinese engineers
- Dealing with insurance agencies and keeping record of insurance of all official vehicles
- Dealing with different vendors for day to day activities.
- Office/MD Houses - Maintenance renovation through contractor
- Assets Inventory
- Monthly Vehicle MIS
- Dealing with EOBI for smooth function
- Any other duty assigned by seniors

Pearl Continental Hotel Peshawar
1993-1995

Worked as a Restaurant Supervisor, looked after restaurant, receiving Guest, Time Management, Checked and issued daily routine items like soft drinks, mineral water etc. Keep and Check Record of linen on daily basis.

Personal attribute

- A confident and committed person having good interpersonal skills, can negotiate and present very well.
- Capable of managing multiple tasks with an emphasis on retaining quality standards.
- Proficient at evaluating problems and quickly devising practical solutions.
- Ability to meet tight deadlines.
- Good team player and motivator.
- Excellent communication skill, both verbal and written.

Special courses

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| • English speaking course | PEARL CONTINENTAL HOTEL |
| • Skill in administration | PIM LAHORE |
| • Effective communication skills | PIM LAHORE |
| • Problems solving & decision-making skills | PIM LAHORE |
| • Letters, reports and presentation | PIM KARACHI |
| • Managerial course | PESHAWAR |
| • Managerial competences skills | PESHAWAR |

Languages

- Pashto, Urdu, English

References

Available upon request