



ASAD ULLAH

ADMIN OFFICER /COORDINATOR
TO ADMINISTRATOR

CONTACT

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KEAMARI KARACHI

PERSONAL DETAIL

FATHER NAME : ZAMAN KHAN
D.O.B :20-01-1987
NIC :42401-5608476-1
MARITAL STATUS : MARRIED
PASSPORT NO :VC4104761
DRIVING LICENCE: PAKISTANI HTV SAUDI HTV

LANGUAGES

- URDU
- ENGLISH
- TURKISH
- ARABIC
- PASHTO

CARRYING EIGHT YEARS OF ADMINISTRATION EXPERIENCE, I AM CURRENTLY LOOKING FOR A FULL-TIME POSITION IN AN ENVIRONMENT THAT OFFERS A GREATER CHALLENGE,AND INCREASED BENEFIT FOR MY FAMILY, AND THE OPPORTUNITY TO HELP THE COMPANY ADVANCE EFFICIENTLY.

EDUCATION

GRADUATE IN INTERNATIONAL RELATIONS
FEDERAL UNIVERSITY KARACHI

INTERMEDIATE IN COMMERCE
KARACHI BOARD

MATRICULATION CERTIFICATE IN SCIENCE
KARACHI BOARD

COURSES

SAFETY OFFICER (TWO YEAR DIPLOMA)

MS OFFICE

WORKSHOPS

FIRE FIGHTING SAFETY HELD BYU.S. CONSULATE
KARACHI.

ROAD SAFETY AWARENESS HELD BY ALBAYRAK
WORKSHOP 1 LAHORE.

DEFEAT DENGUE WITH CLEANLINESS AWARENESS HELD BY
ALBAYRAK AT TOWN HALL MALL RD LAHORE.

MANUAL SWEEPER SAFETY AWARENESS HELD BY
ALBAYRAK WORKSHOP 2 LAHORE.

HOW FIGHT AGAINST COVID 19 , HELD BY DR. ZIA UDDIN
HOSPITAL KEAMARI CAMPUS.

HOSPITAL MANAGEMENT, HELD BY DR ZIA UDDIN
HOSPITAL NORTH CAMPUS.

STRESS MANAGEMENT , HELD BY DR. ZIA UDDIN
HOSPITAL KEAMARI CAMPUS.



WORK EXPERIENCE



DR ZIA UD DIN HOSPITAL KEAMARI CAMPUS KARACHI OCT-2017 TILL NOV-2021

Working as a ADMIN OFFICER

Managing overall operations of Administration Managing structures of working for supervisors under the department of Administration. coordinator to general manager administrator, Professional Counselling is given to patients attendants regarding their packages and their affordability. Controlling OPD structures for the ease of patients. Managing ER Dept. (Resuscitation and Triage, Observation Unit, Er Minor OT) Resolving housekeeping, security, maintenance issues all-around the hospital. Applying and managing discount management for patients. Resolving issues of patients regarding Labs and Radiology. Managing Ambulance and transport services of hospital for patients and pharmacy supplies.



PEPSI COLA INTERNATIONAL

JULY 2016 - OCT 2017

Worked as a Administrative Assistant at Pepsi (Al jomiah bottling plants) Al-Riyadh Saudi Arabia.

Managing and distributing information within an office. This generally includes answering phones, taking memos and maintaining files. also be in charge of sending and receiving correspondence, as well as greeting clients and customers.



ALBAYRAK WASTE MANAGEMENT COMPANY

JULY 2012 - MAY 2016

worked as a Asst. SHIFT MANAGER at Lahore Pakistan, coordinator to operations manager, managing about 300 plus drivers and helpers and their duty roaster, also managing 100 plus vehicles and other machinery and their maintenance, completing task by given operation manager, solving all compliance about area /driver/operator and vehicle tracking.



RAMADA PLAZA HOTEL

FEB 2009 - MAR 2012

Worked as Waiter/Cashier at Ramada plaza hotel Karachi. worked with turkish airlines crews and their management as customer relation officer.



FEMJY (TURKISH MULTINATIONAL COMPANY

2007-FEB 2009

Worked as Site Foreman at FMJV (American Consulate) Karachi. Managing about 100 labours and their duty roaster, following site manager and completing tasks.



REFERENCES WILL BE FURNISHED UPON REQUEST