



Rashid Khan

EDUCATION

- Bachelor of Commerce - University of Karachi. 2011
- HSC from Pakistan Shipowner's College. 2008
- SSC from Guard Public School. 2005

SKILLS

Multitasking | Computer Skills | Troubleshooting | Microsoft Word | Microsoft Excel | Microsoft Outlook | Typing | Data Entry | Calendar Management | Office Equipment | Team Work | Written Communication | Problem-solving | Decision Making | Management | Creativity | Leadership | Time Management | Organization & Filing | Record keeping | Stock inventory | Documentation | Goal setting | Bookkeeping | Analytical Skills | Travel | Clerical Skills

Experience

Permanent Address:

S/O: Kamaluddin Khan
Flat# HA-14, Street 10,
Federal Capital Area, Karachi

Correspondence Address:

S/O: Kamaluddin Khan
Flat# HA-14, Street 10,
Federal Capital Area, Karachi

Contact no:- +3331278407

SKYPE ID:

raselansari

E-Mail:

raselansari@gmail.com

Linguistic:

Speak Read and write
Comfortably: English,
Urdu



Pakistan Synthetics Limited

Location : H.I.T.E Hub

Designation : Assistant Manager Admin

Period : May 2020 – Present

Responsibilities

- Managing payroll to ensure that all employees, old and new, get the appropriate amount of money each pay period.
- Looking after government authorities such as BESSI, EOBI, EXCISE etc.
- Compile and update employee records (hard and soft copies)
- Supervise janitorial staffs, Security staffs, Electrician, Gardener
- Manage office supplies stock and place orders, making monthly budget for grocery (tea, coffee, water etc.) and stationary (printing paper, file etc.)
- Compare costs for various services and goods before choosing the best options for the facility
- Periodically conduct maintenance surveys to determine repair / renovation needs of the office and office equipment.
- Plan scheduled maintenance activities to ensure the efficient utilization of the utilities, facilities and equipment.
- Overseeing security, fire prevention, and other safety systems and direct to the Fire & Safety department
- Contracting professionals for repairs as needed
- Resolving complaints, problems, and requests from employees
- Overseeing contractors and inspecting completed jobs
- Supervising grounds staff
- Arrange travel and accommodations
- Making quotation and crosschecking of quotations given by contractors.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases
- Organize filing system for important and confidential company documents
- Deal with employee requests regarding human resources issues, rules, and regulations
- Update office policies as needed
- Registration of employees on attendance machine and maintain leave record.
- Prepare monthly attendance sheet
- Prepare employee evaluation forms.
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Schedule in-house and external events
- Rewarding employees for their performance with bonuses and promotions.

ÉLAN

Location : Clifton, Karachi
Designation : Admin Supervisor
Period : Mar 2018 to Apr2020

Responsibilities

- Supervise janitorial staffs, Security staffs, Electrician, Gardener
- Manage office supplies stock and place orders, making monthly budget for grocery (tea, coffee etc.) and stationary (printing paper, file etc.)
- Manage consumption sheet for grocery and stationery
- Compare costs for various services and goods before choosing the best options for the facility
- Periodically conduct maintenance surveys to determine repair / renovation needs of the office and office equipment.
- Plan scheduled maintenance activities to ensure the efficient utilization of the utilities, facilities and equipment.
- Overseeing security, fire prevention, and other safety systems
- Contracting professionals for repairs as needed
- Evaluating employee performance and providing direction, correction, or additional training to ensure proper maintenance of the office
- Resolving complaints, problems, and requests from employees
- Overseeing contractors and inspecting completed jobs
- Supervising grounds staff
- Approves petty cash requests.
- Enters/submits employment contracts for the department.
- Making quotation and crosschecking of quotations given by contractual workers.
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Registration of employees on attendance machine and maintain leave management.
- Prepare monthly attendance sheet
- Prepare employee evaluation forms.
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Arrange travel and accommodations
- Schedule in-house and external events



Location : DHA, Karachi
Designation : Admin and IT support Officer
Period : Mar 2013 to Nov2017

Responsibilities

- Repairing of desktop, laptop and installation of operating systems, drivers and software
- Install and support LANs, WANs, network segments, Internet, and intranetsystems.
- Install and maintain network hardware and software.
- Analyze and isolate issues.
- Monitor networks to ensure security and availability to specific users.
- Evaluate and modify system's performance.
- Identify user needs.
- Determine network and system requirements.
- Design and deploy networks.
- Perform network address assignment.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well as printers.

Global Data Management Technologies

Location : Shahrah e Faisal, Karachi

Designation : IT support officer

Period : Jan2007 –Mar2013

Responsibilities

- Installation and Configuration of Windows & all kinds of Operating Systems and Soft wares.
- Troubleshoot All Networking Problems.
- Troubleshoot All Software & Hardware Problems.

Certification

- Diploma in computer hardware and repairing
- Citification in Microsoft Office

PERSONAL DETAILS

Father's name : Muhammad Kamaluddin Khan

Date of Birth : 2nd Oct 1987

Nationality : Pakistani

Marital Status : Married

Sex : Male

Language Known : English, Urdu

Passport number : RJ4138061