

MUHAMMAD LUQMAN KHAN

OFFICE ASSISTANT



PROFILE

Dedicated and detail-oriented office assistant with exceptional organizational and communication skills. Highly adept at managing administrative tasks and providing comprehensive support to ensure the smooth operation of office environments. Proven ability to handle multiple responsibilities efficiently and maintain a high level of professionalism. Proficient in office productivity software and experienced in file management, scheduling, and data entry. Strong interpersonal skills with a focus on delivering excellent customer service.

EDUCATION

University of Aj&k

Bachelor's in commerce
2012 - 2015

Aj&k Board of Intermediate Mirpur

Higher secondary education certificate in commerce
2010- 2012

LANGUAGES

English - Native

PROFESSIONAL EXPERIENCE

BAHRIA TOWN CONSTRUCTION

Office Assistant | Jan 2021 - Recent

- Managed office supplies, maintained inventory, and placed orders as needed.
- Assisted in organizing company events, including conferences and team-building activities.
- Handled sensitive and confidential information with utmost discretion and maintained confidentiality protocols.

SAYA QALAM CONSTRUCTION

Receptionist | Dec 2020 - Jan 2021

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.

Islamia Model school and college

Administrative Intern | Dec 2016 - Dec 2019

- Assisted the administrative team with various tasks, including data entry, filing, and document preparation.
- Answered phone calls, responded to inquiries, and provided general office support.
- Maintained and organized files and records in a systematic manner.

SKILLS

- Multitasking
- Problem-solving
- Adaptability
- Professionalism
- Teamwork
- Confidentiality
- Prioritization
- Office equipment operation



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