

Zubair Khan

Administration Expert

Strive to complete every task with dedication and competency



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WORK EXPERIENCE

Manager

Waqar Amin Auto spare parts

08/2023 - Present

Sharjah

Achievements/Tasks

- Overall cash handlings,
- Sale Reports
- Purchase Reports
- Credit Reports
- Debit Reports
- Supervision

Contact : Khalil ur Rehman - +971528562463

ASSISTANT MANAGER

TAMER I WATTAN SCHOOL AND COLLEGES

02/2020 - 07/2023

Peshawar KP Pakistan

Achievements/Tasks

- Campus Management
- Students Discipline
- Time table
- Teachers Correspondence
- Students Correspondence

Contact : Ehsaan Aslam - +923058765787

Information Officer/Front Desk

KIPS Preparations Pvt Ltd

01/2014 - 02/2020

Peshawar KP Pakistan

Education Sector

Achievements/Tasks

- Calls Correspondence
- Parents Interaction
- Student Interactions
- Fee collections
- Record Keepings
- Head office reportings through emails

Contact : Hamid Naeem Afridi - +923054440536

EDUCATION

Study Program

University Of Peshawar KP Pakistan

10/2015 - 03/2018

Peshawar KP GPA 2.7

Courses

- Master in Computer Science

SKILLS

Data Entries

Team leadership

Call Correspondence

Front Desk Representative

Record Keepings

ORGANIZATIONS

National Database and Registration Authority
(01/2023 - 04/2023)

Digital Census

HONOR AWARDS

Member of Convocation (09/2022 - 09/2022)

Name of the institution that issued/awarded it

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Pashto

Full Professional Proficiency

Farsi

Limited Working Proficiency

SUPPORTED CAUSES

Bike Rider

Operator at MR COD

INTERESTS

Sports

Reading History

Exploring new Innovations

Challenges

Travellings

Interest