

# ABID MAHBOOB

17/2, 18th Street, Khayaban-e-Shamsheer, DHA - V, Karachi

MBL: +92 322 2460884

Email: [abidmp@hotmail.com](mailto:abidmp@hotmail.com)

DOB: 16/Feb/1991

---

## EDUCATION:

- Bachelor of Commerce – University of Karachi
- A-Level – The Oasys School
- O-Level – The Oasys School

## Other Qualifications

- Business Communication Program - Institute of Business Administration
  - Finance & Accounting for Non-Finance Managers – SMEDA
- 

## PROFESSIONAL EXPERIENCE:

### *Exams Operations Officer – British Council, Karachi – 2019*

- Supervision of Exams Venues ( Theory and Practical)
- Sorting and dispatching of Statements of Results and Certificates.
- Sorting and dispatching of Statement of Entries.
- Assist Edexcel exams team.
- Provide back office support during the months of exams.
- Assist in exam clash reports.
- Attend to assign miscellaneous task.
- Filing

***Assistant Coordinator – Clifton High School, Karachi  
2017 to 2018***

- Teacher's daily and weekly planners.
- Recovery from Fee Defaulters.
- Assisting in organizing school events.
- Update and maintain School Portal for Parents.
- Create and change Class time table according to teachers' timings.
- Attending to assigned miscellaneous tasks.

***Admin Officer - Shahpur Industries (Rice & Salt export firm)  
2011 to 2016***

- New employee recruitment and selection.
- Management of company social media pages.
- Salary statements.
- Employees' attendance management.
- □ Travel Arrangements (Ticket, Visa and Accommodation)
- Assist in preparing export documentations.
- Organized and promoted in international food exhibitions (SIAL – Paris & GulFood – Dubai).

---

**SKILLS:**

- Microsoft Office – Word, Excel and PowerPoint
- Adobe Photoshop