

AYUB KHAN
S/O HAYATH KHAN
HALL HALLI 1st cross.
Mandya 471507. Karnataka
State. India
Email: ayubhayathkhan@gmail.com
Mob: +91 6362494842

Objective: To secure a Versatile professional with hands-on experience maintenance and strong administrative coordination skills. Proven ability to manage technical service tasks while maintaining organized documentation, scheduling, and team communication. Seeking a role that leverages both technical expertise and administrative strengths to ensure smooth operations and high-quality service delivery.

Summary of Skills:

- Office operations Highly organized and detail-oriented Administrative Coordinator and Document Controller.
- Recordkeeping, data entry, and file management
- Employee and contractor ID Cards issuance
- Ability to work hands on and handle busy workload schedules.
- Familiarity with MS Office (Word, Excel, Outlook, PowerPoint), Oracle Fusion and office equipment.

Education Qualification:

Class/ Graduation	School/college	Accreditation	Year of Completion
Diploma in accounting package/MS office	Future Computers.	District Industries center Govt.	2018
Pre-University College	Mandavya PU College.	Department of pre-university education	2019
Diploma In Mechanical Engineering (3 years)	Intellectual Institute of Management & Technology.	Dept of Mechanical Engineering	2023

Work Experience:

Working as an Admin Coordinator Documents Controller at Zamil Service
02\Nov\2023 to 05\Nov\2025.

Job Responsibilities: Admin Coordinator and ID Documents controller.

- Coordinated day-to-day administrative functions, ensuring smooth office operations and supporting executive and departmental activities with high efficiency.
- Managed calendars, scheduled meetings, and arranged travel logistics for senior management and project teams.
- Supported HR functions by maintaining employee records, organizing onboarding processes, and coordinating staff training sessions.
- Support supervisor to arrange and review all maintenance requests carried out daily basis.
- Handled confidential information and sensitive documentation with strict adherence to privacy protocols and company policies.
- Drafted and prepared internal memos, official correspondence, presentations, reports, and meeting minutes.
- Assisted in budget preparation, tracked departmental expenditures, and processed purchase orders and invoices.
- Maintained an up-to-date database of all project/site personnel and issued **employee ID cards, access badges, and security passes** in compliance with company security protocols.
- Coordinated with security and HR departments to process ID applications, renewals, deactivations, and replacements for new and existing staff, contractors, and visitors.
- Coordinated the **mobilization process** for employees, contractors, and subcontractors to project sites, ensuring all documentation and logistics were completed ahead of deployment.
- Verified and processed **pre-mobilization requirements**, including valid IDs, passports, work permits, visas, medical certificates, police clearance, and training records (e.g., HSE, induction).
- Arranged **transportation, accommodation, and site access permits** for employees in coordination with admin, HR, and logistics teams.

Personal Details:

Father Name : Hayath Khan.
Mother Name : Vasim Taj.
Date of Birth : 02/Oct/2000.
Marital Status : Single.
Nationality : Indian,
Gender : Male
Language : Urdu, English, Kannada.

Declaration:

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details provided in this resume.

Thank You.
Khan.

Ayub