

# MUHAMMAD KAMRAN KHAN

## ADMINISTRATIVE ASSISTANT

To secure a dynamic role as an Administrative Assistant within an organization that presents challenges and opportunities for growth. Leveraging my exceptional organizational skills and problem-solving abilities, I aim to contribute to the company's success by providing efficient administrative support and helping maintain a smoothly operating work environment.

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📍 Attock, Pakistan



## WORK EXPERIENCE

Jul. 2009 – Apr. 2011

Islamabad, Pakistan

### Digital IVY Solutions Pvt

Data Entry Operator

- Accurately input and managed high volumes of data, ensuring database integrity.
- Collaborated with team to organize and categorize information effectively.
- Conducted data quality checks, promptly resolving discrepancies.
- Supported cross-functional teams by providing timely data-related assistance.

May. 2011 – Oct. 2023

Attock, Pakistan

### Office of Headmaster Govt. Boys High School Sojhanda

Assistant to HM / Incharge Headmaster

- **Financial Oversight:**
  - .1. Manage school finances, overseeing budget allocation and resource utilization.
  - .2. Ensure accurate financial records and prudent financial decision-making.
- **Timetable and Curriculum Management:**
  - .1. Lead the development and management of the school timetable and academic curriculum.
  - .2. Ensure efficient allocation of periods and resources to support effective teaching and learning.
- **Student Records and Discipline:**
  - .1. Maintain comprehensive student records, including attendance, academic progress, and behavioral incidents.
  - .2. Implement and enforce disciplinary measures to uphold a positive school environment.
- **Financial Management:**
  - .1. Oversee payroll processing and manage payment of bills and invoices.
  - .2. Monitor budget execution, identifying opportunities for cost-effective operations.
- **Educational Leadership:**
  - .1. Provide direction and support for educational initiatives, workshops, and events.
  - .2. Foster a collaborative and enriching educational experience for students and staff.
- **Stakeholder Communication:**
  - .1. Maintain open communication channels with parents, staff, and the wider community.
  - .2. Address queries and concerns, fostering a positive school-parent partnership.
- **Data Analysis and Reporting:**
  - .1. Analyze data to generate insightful reports on student performance, attendance, and financial status.
  - .2. Use data-driven insights to make informed decisions for school improvement.
- **Administrative Management:**
  - .1. Provide strategic administrative support, including scheduling, document preparation, and communication.
  - .2. Ensure effective coordination of school operations and adherence to policies.
- **Professional Development:**
  - .1. Encourage and facilitate professional development opportunities for staff.
  - .2. Stay updated on educational trends and practices to enhance school quality.

SKILLS

LANGUAGES Urdu English

TECHNICAL	ORGANIZATIONAL	PERSONAL
Google Workspace	Time Management	Adaptability
Office 365	Multitasking	Coms
DBMS & File Management	Detail Oriented	Analytical
Computer Hardware	Task prioritization	Teamwork

EDUCATION

Apr. 2015 – Apr. 2019 Attock, Pakistan	MS Computer Science Comsats University Islamabad
Apr. 2012 – Apr. 2014 Attock, Pakistan	Master in Computer Science Virtual University of Pakistan
Apr. 2009 – Apr. 2010 Attock, Pakistan	Post Graduate Diploma in Information Technology (PG-DIT) Govt. Post Graduate College Attock.

REFERENCE

Available upon request.