



Rehan Khan

Senior Administrative Officer

Considering myself as a lead facilitator, I have had experience of over 18 years in the Administrative Operations. Having excellent understanding of business functions, including finance, budgeting, reporting, strategic planning, monitoring resource allocations and compliances, making schedules, rosters etc., I have proven to be a top-tier executive. Overall, my ability to ensure and promote team collaboration allowed me to successfully launch profitable products and to develop innovative solutions for the financial services sectors.

Contact

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Email

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Address

B-10, Block-13, Gulshan-e-Iqbal,
Karachi, Pakistan

Education

2022

Diploma in HRM

Udemy

2010

Master in Commerce (M.Com)

Federal Urdu University of Arts, Science
& Technology

2009

Bachelor in Commerce (B.Com)

Federal Urdu University of Arts, Science
& Technology

2002

Intermediate (HSC) in Engineering

P.E.C.H.S Education Foundation College

2000

School (SSC) in Biological Science

New Montina English Secondary School

Certificates

- Personal Grooming for Professional
- Time Management
- Team Effectiveness & Team Development
- Heart Saver CPR
- Safety & Security / Fire Fighting
- Advanced English Language

Expertise

- Executive Operations
- Corporate sales Account Management
- Duty Rooster Management
- Administrative Management
- Payroll Management and Recruiting

Language

English Urdu Hindi

Experience

2014-Present

The Aga Khan Hospital & University | Karachi

Administrative Officer

I have been responsible to coordinate office administrative procedures, evaluate, review, and implement them. Preparing regular reports, scheduling employees' roster, managing accounting activities, monitor inventory and ordering merchandise based on demand etc. Receiving and processing communication channels, including email, phone calls, responding to queries, answering, and routing calls and making transaction and keeping paperwork organized. Provide training to the newly hired staff and enabling them with the opportunities to train themselves further by the other experts.

2014-2014

Baig Engineering pvt Ltd | Karachi

Administrator & Accountant

As an administrator, I was responsible for the support to prioritize, organize, schedule, adapt and troubleshoot issues in a timely manner. Used to select, analyze, interpret, and communicate complex data fields, and organize a wide variety of tasks. I had taken charge of the management of client scheduling, daily administrative functions and other significant developments & project tasks. Establishing logistical expertise with strategic planning, coordinating, communicating, budgeting, and executing along with maintaining financial accounts and cash handling.

2010-2013

United Tubes pvt Ltd | Karachi

Assistant Manager in HR

Maintain employee records and documentations. Update HR Databases (e.g., new hires, separations, vacation and sick leaves). Assist in payroll preparation by providing relevant data, like absences, bonus and leaves. Prepare paperwork for HR policies and procedures. I was monitoring and assuring the functions and the tasks being carried out by the employee should be correct within deadlines.

2005-2010

Khan Products Karachi | Karachi

Executive Assistant

My responsibility was to coordinate vendors for the finest execution of the project, ensuring the efficiency of the company's employees and maintaining internal recourses. Coordinating the full product launches and identifying areas for performance improvement within timely delivery, under the budget. Also, maintain comprehensive project documentation. Prioritized customer needs according to the market requirements and ensuring resources availability and allocations.

Skills

- Leadership and Communication Skills • Project Management
- Office Management • Strong Team Working and Customer Orientation Skills
- Excellent Spoken and Written English Communication Skills
- Effective Time Management, Problem Solving and Technical Skills
- Excellent Analytical and Observational Skills