



ABDUL KHALID

Administrative Assistant / Camp Officer at DSV
Global Transport and Logistics BLOCK-2
(Tharparkar Site)

A graduate business student having knowledge of basic HR and administrative operations, looking for an opportunity in order to utilize my skills to the maximum level in making a positive change in the organization.

Strengths & Skills

Other

- ✓ Administration Skills
- ✓ Communication Skills
- ✓ Interpersonal Skills
- ✓ Time Management
- ✓ Personal Development
- ✓ Multi-tasking ability
- ✓ MS Office
- ✓ Email communication

Extracurricular Activities

- ✓ Sports activities
- ✓ Entrepreneurship activities
- ✓ Film making (University Project)

Qualities

- ✓ Quick learner
- ✓ Attention to detail

Academics

BBA (HRM) / Iqra University / 3.1 CGPA 2022

Intermediate / Govt.Degree College Gulshan-e-Iqbal Block 7 / 64% 2018

Matriculation / Al-Behria School / 63% 2016

Experience Less than 1 Year

DSV Global Transport and Logistics (Tharparkar Site Block-2) Administration Assistant/ Camp Officer	1 month	Mar 2023 - Present
China Railway Construction Corporation BLOCK-1 (Tharparkar Site) Admin and HR Assistant	3 months	Dec 2022 - Mar 2023
KNOK KNOK FOOD PVT.LTD Hr Intern / Human Resource Intern	3 months	Sep 2022 - Dec 2022

Work History

DSV Global Transport and Logistics (Tharparkar Site Block-2) Mar 2023 - Present (1 month)

Administration Assistant/ Camp Officer

Islamkot, Pakistan

- Assisting Admin Officer in daily activities which includes
- Scheduling of daily routine work and new tasks
 - Cleaning and maintenance of the whole camp area and rooms
 - Supervising the mess procedures
 - Managing the inventory (incoming and outgoing)
 - Daily and weekly inspection of the whole camp and office area
 - Record Management and record updating on daily basis
 - Accommodation of rooms and assets of the company

Contact Info

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Flat# C4/18 Block C-4 Rabia City Gulistan-e-jouhar
Taluka Islamkot District Tharparkar
Karachi, Pakistan

Industries

- Mining/Oil & Gas/Petroleum
- Human Resource Management

Functional Areas

- Human Resources
- Administration And Office Support

Languages

- Sindhi - Native
- English - Medium
- Urdu - Medium

Admin and HR Assistant

Islamkot, Pakistan

Assisting in Administration Department

- Assist in the preparation of regularly scheduled routine work.
- Assist cleaning of offices, colony, rooms.
- Assist Water, Food, Accommodation and residential area.
- Develop and maintain a filing system
- Update and maintain office policies and procedures.
- Order office, mess, supplies and research new deals and suppliers.
- Arrange gate pass and visit of Third Party contractor.
- Submit monthly performance report the main client.
- Submit and reconcile expense reports.

Assisting HR Manager in daily tasks which includes

- Maintaining and updating attendance/Leave record of the employees (MS EXCEL)
- Making employees payroll based on their performances/Hours worked (MS EXCEL)
- Handling the employees gate pass record

KNOK KNOK FOOD PVT.LTD

Sep 2022 - Dec 2022 (3 months)

Hr Intern / Human Resource Intern

Karachi, Pakistan

- Screening Resumes and scheduling interviews
- Posting job ads on different on different platforms
- Maintaining and updating attendance/Leave record of the employees