

Rajid Khan

Cell NO: 0301-1614140

Address: Village Batakara, Mohallah Kanazai P.O.Box Topi District Swabi

OBJECTIVE

Seeking for office Assistant post.

SUMMARY OF QUALIFICATIONS

- Dedicated and responsible office Assistant with multi talented skills and experience in both
- Highly adaptive, flexible style; efficiently and competently work with in dynamic environment.
- Strengths: Highly self-motivated. Able to determine priorities and meet deadlines.
- Committed to assisting others, and work well in a team environment.
- Sensitive to patients' emotional, social and mental health needs.

WORK EXPERIENCE

Ahtsham Steel Mills (Dargi Kpk) Purchasing coordinator (2020-Present)

Responsibilities:

- Coordinating and managing all activities during the purchasing process, such as creating purchase orders, monitoring transportation and invoice creation and follow-through.
- Analyze and monitor internal, economic, and consumer trends to forecast sales and inventory.
- Authorize payments, returns of merchandise, and pricing.

Musasa Najma ul Rida (KSA) Store Supervisor (2016-2019)

Responsibilities:

- Ensure store compliance with health and safety regulations.
- Coordinating and managing all activities during the purchasing process, such as creating purchase orders, monitoring transportation and invoice creation and follow-through.
- Complete store operational requirements by scheduling and assigning employees. Ensure availability of merchandise and services by approving contracts; maintaining inventories

Education

FSC – Pre Engineering 2010-2013 **474/1100, 43%**

Zarobi Degree college Zarobi.

Metric Science 2007- 2009 **504/1050, 48%**

Govt High School village Batakara