

Abdul Hameed Khan

☎ 0332-3275005

✉ sultanhkhan84@gmail.com

Summary

To acquire a position where personal development and career growth is achievable in a reputable organization.

Professional Experience



Jaffer Brothers (Pvt.) Ltd. (2003 – 2023)

JAFFER

As a 'Secretary' (P.A.) in Audit, Legal & Corporate Affairs department in the following capacity:

- Coordination with Corporate Affairs, Internal Audit & Legal Dept. for all the routine work & correspondence.
- Maintaining filing & other documents record i.e. Agreements, Registration, Legal, Corporate, Statutory Books & Security Clearance etc.
- Preparation of Resolutions, Minutes of Board Meetings, Affidavits, Undertakings.
- Filing of Form – A & Form – 29 and other doc. with SECP as and when req.
- Registration/Renewal of membership with KCCI & Pakistan Eng. Council on annually basis.
- Presently working with HR Department as MTO. (Management Trainee Officer)



Philips Electrical Company of Pakistan Ltd. (1981-2002)

Worked in the following capacity:

- Secretarial Job (P.A. to Regional Service Manager)
- Customer Help Desk (Customer Relation)
- Store Assistant

Academic Qualification

Bachelor of Arts from University of Karachi in 1983

Personal Data

- Father's Name: G.M. Ali Khan
- CNIC: 42201-0532527-3
- Religion: Islam
- Domicile: Karachi
- Marital status: Married
- Address: Landhi # 3, Karachi.

Skills

- MS Office
- Shorthand
- Drafting
- Correspondence
- Filing
- Corporate affairs;
(Legal, Audit, Admin).