

# Jibran Khan

## Admin Officer

Current Location: Muzaffarabad AJK Pakistan



### Contact:

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### Profile and Objective:

**Profile:** A Strenuous & Assiduous Person with Interpersonal Skills, Confidence, Experience and Communication Abilities. An Ideal Candidate for Working under Stress and Managing Team and Tasks.

**Objective :** To Get a Career Oriented Job In Professional Environment That Offers Utilization Of My Education , Experience , Knowledge , Skills And Provides Learning Opportunities To Keep Pace With Advanced Era.

### Educational Qualifications:

- **B.A :** The University Of Azad Jammu and Kashmir Muzaffarabad, AJK ( Pakistan )
- **F.A :** Mirpur Board , AJK ( Pakistan )
- **Matric :** Mirpur Board , AJK ( Pakistan )

### Additional Professional Skills Certification:

- **Computer Diploma :** Al Hadi Educational Center & IT Muzaffarabad ( AJK ).
  - ✓ MS Word
  - ✓ MS Excel
  - ✓ MS Power Point
  - ✓ MS InpageTyping Speed At least 30 WPM
- **Computer Basic Course:** Moon Creations School Of Information Technology Muzaffarabad (AJK).

### Job Experience:

**Job Position** : **Admin Officer**  
**Company** : Carbon8 Pvt Limited Islamabad  
**Time Period Served** : 24<sup>th</sup> April 2019 to 21<sup>st</sup> Sep 2020

**Major Projects and Responsibilities:**

- Biometric team member for the Centralized Time & Attendance system for the Education department AJK
- Centralized server room management
- Inventory management of the 878 biometric devices BH502G-P
- Inventory management of the 878 data sims from JAZZ, Telenor, Zong & SCOM
- Android configurations of the biometric device
- Checking server health and connectivity
- Searching school information
- Network management
- Server management
- Management of internet devices
- Inventory of SIMS
- Attendance reports and extraction data
- Management of SIMS provided by various telcos
- Monitoring of server room CCTV system
- Preparation of daily activity report

**Job Position** : **Junior Clerk**  
**Company** : Local Government of AJK  
**Time Period Served** : 25<sup>th</sup> April 2006 to 24<sup>th</sup> July 2006

**Duties and Responsibilities:**

- Use Telephones To Reach Out To People And Verify Information.
- Greet People Warmly and Ascertain Problem Or Reason For Calling.
- Maintain Log Book.
- Office file-sharing

**Job Position** : **Admin Officer**  
**Company** : Nayaab Haandi Restaurants United Arab Emirates  
**Time Period Served** : Mar 2020 – Mar 2022

**Duties and Responsibilities:**

- Cash Handling.
- Deposit Cash and Cheques, Making Receipts and Dealing Customers.

- Kitchen Cleaning Checking
- Food Stock Managing
- Staff Management
- Grooming Business
- **Key Skills:**
- Ability to Adopt Any Professional Environment in Very Short Period of Time for the Further Development of the Organization.
- Accept Challenges and Initiate New Tasks.
- Communication & Negotiation With staff of Organization.

**Personal Details:**

Date of Birth : 04.03.1990

Gender : Male

Religion : Islam

Nationality : Pakistani

Marital Status : Married

Disability : Yes

**Languages Known:**

- English
- Urdu
- Hindko
- Shina

Reading and Writing Skills.

Place: Muzaffarabad AJK.

Date:

Yours Faithfully

Jibran Khan