

Izhar ul Haq Khan

Jeddah – KSA

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Email: izharkhan00780@yahoo.com – izhar.khan@sbg.com.sa**Profile**

Over **twenty (20) years**' experience of Office Manager/ Executive Secretary, Admin / HR and Finance Assistant and other related fields, with punctuality and accuracy as key abilities for performing efficiently in mentioned roles.

Objective

Seeking an office management position with an opportunity for professional challenges in the field of Administration, HR, & Finance, to enhance my professional skills in a dynamic yet stable workplace. An office administration manager position in which I can contribute to the development of the organization with my extensive office management experience and build a long-term career with an opportunity for professional growth.

Computer Literacy

MS Office (Excel, Word, Outlook)	MS Power Point	Basic Programming
Windows 98, 2000, XP, Vista, 2010	AutoCAD	Hyper Terminal
MS Access	Adobe Photoshop	MS Visio
Local Area Networking	Troubleshooting	Devices, Printers operating and handling

Education

✓ **2002 – 2006 : BBA (Hons)**, Preston institute of Management Science and Technology, Pakistan

Certification

1. **Typing & Short Hand Diploma** - Jan 1996 to Jan 1997 from Est. Division Govt. of Pak.
2. **Computer Science Advance Diploma** - Dec 1998 to Nov 1999 from Petroman, Islamabad.
3. **Diploma of General Draftsman** – 2007-2009, from Trade Testing Board Islamabad, Pak.

Training Courses

✓ Attended more than 8 Professional Training Courses / Workshops while working with **International Committee of Red Cross (ICRC)**, as well as served as Training Facilitator for one of the World's International Organization.

Work Experience(s)**1) Office Manager from 05/2010 To Date****(11-Years)**

Saudi Binladin Group (SBG)

Corporate Head office

Rawdha Street, Rawdha District

P.O. Box 8918, Jeddah –21492

Kingdom of Saudi Arabia

Tel: + 966 (0) 2 664 3033 / Ext: 55822

- A. Office Manager for COO / CFO Offices
- B. 2-Board Members Offices & Departments
- C. Center for Advanced Project Support
- D. Research & Development Office
- E. Member of Investigating/ Inquiry Team
- F. Work for Main Division of SBG on Site

Responsibilities

- Office Manager for Group CEO/ COO.
- Office Manager for Group CFO.
- Developed Document Management System for Senior Board Member Office.
- Providing secretarial, and administrative support, including typing, minute taking, filing, data input, maintenance and management of information as required.
- Preparing & maintaining full and accurate financial records of all transactions and expenses.
- Responsible for the compiling and collating of statistics for the SBG/Divisions/Projects as may be required from time to time.
- Travel Arrangements, Online bookings, transitions and diary management.

2) Secretary, Office In charge From 12/2006 to 05/2010**(4-Years)**

National Development Complex (NDC),

Islamabad, Pakistan. (Govt. Job)

- A. Director Admin & GM Office
- B. Hiring Department
- C. In-Charge of Site Filling Station

Responsibilities

- Drafting Letters and issuance of office memorandum.
- Provided assistance to Dir. Admin in all routine works.
- Preparation of Presentation.
- Handling room reservation, tickets and bookings.
- Record Keeping.
- Responsible for Filling of Doc. of different subject.

3) Secretary for Chairman / Admin Officer from 10/2000 to 12/2004**(4-Years)**

PAKISTAN RED CRESCENT SOCIETY

National Headquarters, & (ICRC) / (IFRC),

Sector H-8, Islamabad, Pakistan

National HQ, ICRC & IFRC Delegations:

- A. Chairman's Office
- B. Secretary General Office
- C. ICRC & IFRC Delegations in Pakistan Office

Responsibilities

- Keeping record Filling & drafting Letters
- Taking care of the logistics requirements of workshops & trainings
- Reestablishment of family Links – Delivery of Family Messages in collaboration with ICRC.
- Official Photographer of the National Society (MOVIE MAKING)
- Secretarial Assistance to Secretary General & Chairman.
- In charge for IT Department.

4) Sales Officer From 09/1999 to 10/2000**(1-Year)**

MARGALLA MOTEL (PVT) LTD. Pakistan

- A. Sales Department

Responsibilities

- Keeping record of sales & Maintain rates for companies.
- Drafting letters & Billing of the companies.