

Danish Shakeel Khan

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Address: Transguard camp No.7, Jabal Ali Dubai



OBJECTIVE To seek a position, Where I can utilize my skills and experience for an organization growth. I am a good team member and contributor; I am good at working under pressure. I assure you that I shall be a good asset for your organization if a chance is given to me.

PROFESSIONAL CERTIFICATION & ACADEMIC EDUCATION

- Bachelor's degree in commerce from Karachi University 2014.
- H.S.C (Intermediate - Commerce) from Board of Intermediate Education Karachi 2010.
- S.S.C (Matriculation - Science) from Board of Secondary Education Karachi 2008.
- Certification of Office Automation (Windows 7, Microsoft Word, Microsoft Excel, Microsoft Power point, Internet & Email) from Computer Collegiate 2012
- National Bank of Pakistan NBP Staff College Karachi
Training Certificate, Islamic Banking & Finance January 2015.

SKILLS

- Data entry skills.
- Good oral & written communication.
- Office administration Skills.
- Record keeping and maintaining data files.
- Good Interpersonal & communication Skills.
- Good team management skills.
- Proficiency in MS Office 2010 (Word, Power Point and Excel).

WORK EXPERIENCE

- **Transguard Group** **May 2024 till date**
Work for **Emirates engineering** warehouse & logistic as an Admin assistant.
 - Assist in warehouse & logistic function as per gave SOP.
 - Do the housing keeping of allocated store.
 - Assist Emirates warehouse & logistic staff while issuing, receiving of spares/tools.
 - Discrepancy found while issuing or receiving, highlight to Emirates staff for rectification.
 - Save used of MHE's.
 - Complete all other tasks assigned by Emirates EWL staff.
- 06 Months Experience **Dubai airport** Transgard Company. **25 Nov 2022**
Dnata Baggage Manual Handling
- **Icon Consultants** **01-jan-2016 to 17-oct-2022**
- Deputed at **National Bank of Pakistan in Islamic Banking Group** as PA to Senior Vice President, reporting to Senior Vice President NBP, IBG

- My responsibilities are to manage departmental correspondence, schedules, data files, record keeping, and inventory controlling and computer operator at Administration Department.
- Admin Assistant and Administration, HR Assistant, Data Entry Operator and Personal Assistant, I am working in this Position at **National Bank Of Pakistan**.

Coordinating with more than 192 branches all over Pakistan for providing them with IT & Marketing collaterals and support.

Created and maintain the database of internal department documents and Files.

Deal with company's branch, franchise Offices and company dealers.

Provided technical support to maintain customer's utility equilibrium.

Working as a support coordinator in IBG Operations for daily operational task

Office Inventory & Stationery Management.

- ✓ Record keeping and maintaining office notes and important documents.
 - ✓ Maintaining Data Bank on computer of official departments critical data.
 - ✓ All administrative matters of Personnel.
 - ✓ Liaison between various vendors to fulfil office needs.
 - ✓ Liaison between various departments within the office.
 - ✓ Dispatch handling matters of the Group.
- **03 Years' Experience On my Business hydri Madni mall Karachi from Pakistan in sale and Marketing Ladies boutique shop 01-jan-2012 to 30-December-2015.**
 - **Commerce Collegiate** **01 Jan 2010 - 31 Dec 2011**
Worked as an Admin Assistant / Computer Operator from with the following responsibilities: -
 - ✓ All administrative matters relating to admissions, leaves, fee collection and payment of monthly/weekly/hourly salary /fee to the faculty members.
 - ✓ Coordinate with finance staff in reconciliation of fee vouchers.
 - ✓ Data record keeping and maintaining student's forms and other files.
 - ✓ To assist the principal in making course schedules and course outlines.
 - ✓ To assist the principal in hiring new faculty for different subjects.

PERSONAL INFORMATION

Date of Birth : 03-03-1992
 Father's Name : Shakeel Ahmed Khan
 Marital Status : Married
 CNIC No : 42401-6898526-9
 Nationality : Pakistani
 Passport Number : XN4125263
 Religion : Islam
 Languages : English, Urdu
 Domicile / P.R.C : Karachi (Sindh)

REFERENCES:

References will be provided upon request.