



Qazi Khizar Saleem

Admin Specialist)

Highly skilled Office Administrator with an impressive background specializing in administrative work and office support. Dedicated to creating office environments conducive to optimal workflow and success. Bringing forth the ability to support and stimulate office stability and growth. Adept at providing optimal support to executives and officials in need.

Contact

Phone

054 542 3070

Email

qazikhizar78@yahoo.com

Address

Al-Barhsa 1 Dubai

Education

2017

MBA (Human Resource Management)

Hazara University, Abbottabad, Pakistan

2014

BBA (Finance)

Hazara University, Abbottabad, Pakistan

Expertise

- Microsoft Office
- Microsoft Excel
- Enterprise Resource Planning (ERP) Software
- Storyboards
- Efficient Team Player
- Team/Human Resource Management

Language

English

Experience

2017 - 2023

Pak Gulf Construction Pvt Ltd, Islamabad, Pakistan

Sr. Admin Executive

Pak Gulf Construction (Pvt) Ltd. (PGCL), a prominent real estate firm based in Islamabad, Pakistan, is a joint venture of Al Tamimi Group (Saudi Arabia) and Sardar Group of Companies (Pakistan).

- Assisting Manager Administration in vehicle allotment and their structure claims.
- Preparing work orders and getting them approved from concerned department.
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times.
- Ensure functionality of necessary office equipment, and requisitioning new equipment and supplies as needed.
- Managing and spending petty cash for betterment of departmental and organizational growth.
- Providing administrative support for any other assigned task.
- Worked well independently and on a team to solve problems.
- Served as a friendly, hardworking, and punctual employee.
- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Promoted fun and learning each and every day.
- Maintained positivity and poise, even in stressful situations.

Reference

Furnished on Demand

Serial No. 002020



Registration No. 11-A/COM-444
Roll No. F10-BBA-055

HAZARA UNIVERSITY

Mansehra, Pakistan

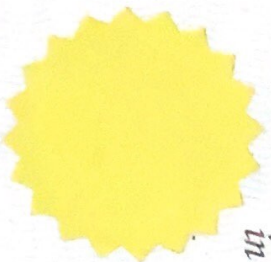


The University in recognition of the fulfillment of prescribed requirements has conferred upon

Mr / Ms Qazi Khizar Saleem Son / Daughter of Qazi Saleem Akhtar

The Degree of **BACHELOR OF BUSINESS ADMINISTRATION (HONOURS)**
in the examination held in August, 2014 session 2010-14 (Regular)

He / She was placed in 2.65 Division / Grade / CGPA.



[Signature]
Controller of Examinations

Date 03-October-2014

[Signature]
Vice Chancellor

[Signature]
Registrar

Serial No. 000562

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Registration No. 11-A/COM-444

Roll No. MBA-S-109-2015

HAZARA UNIVERSITY

Mansehra, Pakistan



The University in recognition of the fulfilment of prescribed requirements has conferred upon

Mr / Ms Qazi Khizar Saleem

Son / Daughter of Qazi Saleem Akhtar

The Degree of **MASTER OF BUSINESS ADMINISTRATION** (1.5 YEARS) in the examination

held in August, 2016 session 2015-16 (Regular)

He / She was placed in 3.32 Division / Grade / CGPA.



[Signature]
Controller of Examinations

Date 09-December-2016

[Signature]
Vice Chancellor

[Signature]
Registrar

February 15, 2023

TO WHOM IT MAY CONCERN

Qazi Khizar Saleem
Senior Admin Executive

This is to confirm that Qazi Khizar Saleem S/O Saleem Akhtar Khan bearer of C.N.I.C # **13101-0384234-9** has worked as "Senior Admin Executive" from April 23, 2018 to February 06, 2023.

During his stay, he proved himself to be a confident man and provided good service to the department from time to time. He definitely was an asset to our company and we would like to wish him all the luck for his future endeavors.

If you have any queries regarding the above named person, please contact us on 0092 51 8735301 Ext. 150

Kind Regards,



15-2-2023

Human Resource Department