AURANG ZAIB KHAN

ASSISTANT HR CUM SUPERVISOR DELIVERY

Phone +971 542095695

Email zebkhankakar20@gmail.c om

Nationality Pakistani

Language Urdu, English 12 years 3 months Address

Total Work Experience

Al Ain, United Arab Emirates (UAE)

KEY SKILLS

- MS World
- Outlook
- Troubleshooting
- Computer Hardware
- Communication Skills
- Leadership Skills

- Excel
- Windows
- Installation
- Network Installation
- Interpersonal Skills
- Confidentiality

- Powerpoint
- Operating Systems
- Networking
- Problem Solving
- Organizational Skills

Feb 2024 - Apr 2025

Emirates (UAE)

Sanniya Al ain, United Arab

PROFESSIONAL EXPERIENCE

Flyover delivery services LLC

Assistant HR Cum Supervisor Delivery

Assistant HR Responsibilities.

- Assist with recruitment, screening, and hiring of new employees.
- Maintain accurate and up-to-date employee records and databases.
- Assist with employee benefits enrollment, changes, and terminations.
- Visa Processing.
- Assist with HR-related communications, announcements, and notifications.
- Support the implementation and communication of HR policies and procedures.
- Handle employee queries, concerns, and issues.



- Ensure timely and efficient delivery to customers.
- Supervise and manage delivery drivers and other staff.
- Maintain and update delivery schedules and routes.
- Resolve any issues or concerns related to delivery.
- Track and report delivery metrics and performance .

Sui Northern Gas Pipelines Ltd

Assistant HR

Key Responsibilities:

- Assist in recruitment, scheduling interviews, and onboarding new employees.
- Maintain and update employee records and HR databases.
- Process leave requests, attendance tracking, and other HR-related documentation.
- Support payroll processing by coordinating employee work hours and records.
- Ensure compliance with company policies and labor regulations.
- Handle HR correspondence, documentation, and filing systems.
- Prepare HR reports and assist in performance evaluations.
- Utilize Microsoft Excel for data entry, tracking, and reporting.
- Enter data in HRIS system.

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Supervisor Accounts

Key Responsibilities.

- 1. Supplier invoice verification and booking
- 2.Bank payment & cheque preparation.
- 3.Bank Reconciliation.
- 4. Supplier Reconciliation.
- 5.Petty Cash handling.
- 6.Stock Verification.
- 7.Fixed Asset Verification.
- 8. Preparation of Monthly Reports.
- 9.Tax Calculation.

Sui Northern Gas Pipelines Ltd

Assistant help desk

As a Help Desk Assistant i provides technical support and assistance to customers, employees, or end-users. Here's a breakdown of my key responsibilities.

Key Responsibilities

1. Troubleshooting and Support: Resolve technical issues via phone, email, or chat, and provide timely and effective solutions.

2. Issue Escalation: Escalate complex issues to senior technicians or specialized teams.

3. Knowledge Base Maintenance: Document and maintain knowledge base articles, FAQs, and troubleshooting guides.

- 4. Customer Service: Provide excellent customer service, respond to inquiries, and address concerns.
- 5. Technical Support: Install, configure, and troubleshoot hardware and software issues.

Sui Northern Gas Pipelines Ltd

Assistant Audit Officer

Jan 2021 - Dec 2023 Punjab Province, Pakistan

Jan 2014 - Dec 2017 Punjab Province, Pakistan

Jan 2018 - Dec 2020

Pakistan Punjab, Pakistan

Jul 2011 - Dec 2013 Pakistan Punjab Province, Pakistan As a Assistant Audit Officer i plays a critical role in supporting audit engagements and ensuring the accuracy and reliability of financial statements. Here are my responsibilities of as a Assistant Audit Officer:

key Responsibilities

1. Audit Planning: Assist in planning and preparing audit engagements, including understanding client business and identifying potential risks.

2. Audit Procedures: Perform audit procedures, such as testing transactions, verifying account balances, and reviewing financial statements.

3. Documentation: Maintain accurate and complete audit documentation, including workpapers and audit reports.

4. Audit Findings: Identify and report audit findings, including potential errors or irregularities.

5. Reporting: Assist in preparing audit reports, highlighting findings, recommendations, and areas for improvement.

MBA/PG Diploma in Business Mgmt -HR/Industrial Relations

Virtual University of Pakistan

Bachelor of Commerce - Commerce

University of the Punjab

Result oriented, self-motivated individual with more then 12 years' experience as Assistant HR Cum Supervisor Delivery, Supervisor Accounts, Assistant helpdesk & Assistant Audit. During my tenure in , I worked on different assignments. Currently I am seeking a challenging position in a dynamic organization to demonstrate the skills and abilities with the aim to contribute towards organizational success to the best of my potential and to utilize opportunities to achieve a self-professional goal.

2010 Pakistan

2007 Pakistan