



Husnain Ali Khan

Documents Controller / Admin Assistant

Profile

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

CAREER

Sep 2020 – March 2023	Office administrator M/S Assad Bashir , Pakistan
Oct 2019 – Sep 2020	Documents Controller Tornado Total Landscape , Al Ain, AE
Mar 2018 – Aug 2019	Documents Controller cum Admin Assistant Shaz Consultants , Peshawar, Pakistan
July 2017 – Jan 2018	Assistant Accountant Creative Engineering Consultants , Peshawar, Pakistan

EDUCATION

Sep 2013 – Nov 2017	University of Engineering & Technology Peshawar , Peshawar, Pakistan B.E. Civil Engineering
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SKILLS

MS Office



PERSONAL DATA

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	30.09.1994
	Alfalah Street Abu Dhabi
	Married
	Pakistani

LANGUAGES

English



Urdu



Pashto

