



Riaz Khan

Date of birth: 24/03/1999 | **Nationality:** Pakistani | **Phone number:**

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Address: House number 42-Block 5-sector A2 Township Lahore, VISA REQUIRE, 54770, Lahore, Pakistan (Home)

ABOUT ME

Motivated and detail-oriented individual with desire to gain more work experience and learn from administrative team. Excelled in maintaining confidentiality, streamlining office operation, and enhancing employee relations. Skilled in MS Office and conflict resolution, significantly contributing to a positive and efficient work environment.

WORK EXPERIENCE

10/05/2024 – CURRENT Lahore, Pakistan

ADMINISTRATOR RIAZ KHAN

- Handled sensitive information discreetly, maintaining strict confidentiality at all time.
- Collected, validated, and distributed information to employees.
- Collaborated with different departments to maintain positive and smooth workflow.

01/01/2021 – 02/01/2023 Lahore, Pakistan

TEACHER RIAZ KHAN

- Successfully taught in two distinct school environments, showcasing adaptability to diverse educational settings.
- Utilised innovative teaching methods to engage students effectively.
- Tailored approaches to meet the diverse needs of learners, ensuring inclusivity.
- Focused on fostering student growth and development as a core priority.

EDUCATION AND TRAINING

16/10/2016 – 08/09/2020 Lahore

BS ENGLISH University of Education Lahore Pakistan

Website www.ue.edu.pk

07/07/2014 – 08/08/2016 Bajaur, Pakistan

PRE-MEDICAL Govt. Post Graduate College Khar Bajaur

Website admission.hed.gkp.pk/college | Level in EQF EQF level 6

LANGUAGE SKILLS

Mother tongue(s): **PASHTO** | **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C2	C1	C1	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Microsoft Word | Social Media | Microsoft Powerpoint