



# MD AFZAL KHAN

## EXPERIENCE

July 2017 - May 2021

**ASSISTANT ADMINISTRATOR ABV  
ROCK GROUP LTD | JEDDAH, SAUDI  
ARABIA**

- Inventory of Fixed Assets (Company Equipment)
- Encoding of Downtime / Labor's hour report in MIC system.
- Monitoring of Equipment and Encoding of Rental, as per user Account, in MIC Machinery System.
- Issuance of Power Tools / Borrowed Tools and Equipment
- Receiving and Outgoing of ABV Equipment and Materials.
- Issuance of Gate Pass, Outgoing Equipment, and Materials on site.
- Coordinate to Plant Pool Central Workshop for follow-up of car registration and MVPI.
- Updating the Daily Diesel Consumption Report.
- Encoding of PR-Spare Parts Cash Statement in MIC 530.
- Recording of Newly Purchased Equipment/Tools in MIC System.
- Preparation of purchase request for temporary materials (PR in R System).
- Answered phone calls, responded to emails and directed inquiries to appropriate staff members.
- Responsible for Travel section information and updating Vacationist schedule.
- Company Vehicles Traffic Violation Report

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## SUMMARY

Accomplished Assistant Administrator with extensive experience in office administration, data entry and documents management. Demonstrated expertise in managing inventory, financial record keeping and travel arrangements. Proficient in Microsoft office Suite, including Excel and powerpoint, with a strong ability to handle time-sensitive tasks efficiently. Adept at coordinating with suppliers and



Excel and powerpoint, with a strong ability to handle time-sensitive tasks efficiently. Adept at coordinating with suppliers and maintaining optimal stock levels. Proven track record of enhancing operational efficiency through meticulous data entry and database management. Seeking to leverage skills in a dynamic environment to contribute to organizational success. I have total 9 Year's of Experience.

#### SKILLS

- Adobe Photoshop 7.0
- Document management
- Travel arrangements
- Social media knowledge
- Planning and multitasking skills
- Operating Systems 7, 8, and 10, Linux, and Unix
- Operate scanner/scanning machine, fax machine
- Team Management, Timekeeping
- Good correspondence
- Logistics Coordinator
- Administrative office staff leadership
- Microsoft Office, email, and calls handling
- Good typing speed of at least 40 WPM
- All Operating System Installations
- Software troubleshooting
- Document Control

- Answered phone calls, responded to emails and directed inquiries to appropriate staff members.
- Responsible for Travel section information and updating Vacationist schedule.
- Company Vehicles Traffic Violation Report Updated in Our system.
- Vehicle Inspection report making (MVPI).
- Making a master asset data list for our company, all equipment.
- Raised purchase orders and processed invoices, aiding smooth contractor and client transactions.
- Responsible for Transport Clerk jobs.
- Coordinated travel arrangements and accommodations for staff, ensuring seamless business operations during external engagement.
- Operated and maintained various office machinery, such as printers, fax machines, and photocopiers, to keep the office running smoothly.

January 2015 - November 2016

#### **CLERK, ADMIN ETA ENGINEERING PRIVATE LTD. | DELHI, INDIA**

- Prepare, compile, and sort documents for data entry.
- Verify data and correct data where necessary.
- Obtain further information for incomplete documents.
- Update data and delete unnecessary files.
- Combine and rearrange data from source documents, where required.
- Enter data from source documents into prescribed computer database, files, and forms.
- Scan documents into document management systems or databases.
- Maintain logbooks or records of activities and tasks.
- Maintain own office equipment and stationery supplies.
- Working knowledge of, or ability to learn to use, office equipment, including printers, fax machines, and phone systems.
- The ability to work independently and seek help or assistance as needed.
- Monitored office inventory and supplies, prompting ordering low stock items on our system.



July 2011 - December 2014

**DATA ENTRY OPERATOR NAPINO AUTO  
& ELECTRONICS PVT.LTD | HARYANA,  
India**

- Responsible for the input and maintenance of data within the company database.
- Also in charge of processing large volumes of orders and responding to any inquiries regarding records.
- Prepares source data for entry by opening and sorting mail, verifying and logging receipt of data, obtaining missing data, recording data by operating data entry equipment, coding information, and resolving processing problems.
- Maintains office schedule by picking up and delivering items using an automobile.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
- Identified errors in source materials before they were entered into the system.
- Obtained scanned records and uploaded into company databases.
- Performed basic administrative duties such as filing, copying, scanning.

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**EDUCATION AND TRAINING**

December 2022

**Advance Diploma in Computer  
Application | Computer**

Fundamental, Microsoft Office, Windows OS.  
Association of Being Civilization, Kanap  
Road Haspura Aurangabad Bihar

June 2011

**B.C.A (Bachelor of Computer  
Application) | Computer Application**  
Muslim Science College, Patna

December 2008

**12th | Higher Secondary**  
S.D.S College, Kaler, Arwal

October 2006

**10th | Secondary Education**  
Secondary With Higher Secondary,  
Haspura Aurangabad Bihar



## LANGUAGES

- English
- Hindi
- Urdu
- Arabic

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## HOBBIES AND INTERESTS

- Listening songs
- Playing Cricket
- Net surfing
- Searching For New Ideas Thoughts

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## DISCLAIMER

I Md Afzal Khan hereby declare that all the above details given by me are true to the best of my knowledge.

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## PRIMARY ASSETS

- Quick learner
- Always give consistent performance
- Positive thinking
- Trickle any type of situation
- Dedicated towards my job

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## PERSONAL INFORMATION

- Passport Number: Z7016702
- Father's Name: Md Afroz Khan
- Date of Birth: 03/05/91
- Nationality: Indian
- Marital Status: Married
- Religion: Muslims

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## CERTIFICATIONS

- Dot Net Platform Training Certified.
- Advance Diploma in Computer Application Certified.

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## LANGUAGES

**English:** First Language

**Hindi:** C2

Proficient (C2)

**Urdu:** B1

Intermediate (B1)

**Arabic:** A2

Elementary (A2)