

ROOH ULLAH

ADMIN ASSISTANT/ DEO
4+ YEARS EXPERIENCE

Cell Phone No: 00966 50 805 9695

Email: Roohullahmahzara1990@gmail.com



CAREER OBJECTIVES

Dedicated and organized Administrative Assistant/DEO with over 4+ years of experience in providing comprehensive administrative support and managing office operations effectively. Proficient in coordinating schedules, managing documents, and supporting team collaboration to enhance productivity. Demonstrated ability to implement efficient processes and streamline workflows, contributing to an organized and efficient work environment. Strong interpersonal and communication skills, capable of fostering positive relationships with staff. Adept at handling multiple tasks and prioritizing responsibilities in fast-paced environments. Committed to maintaining high standards of confidentiality and professionalism in all administrative tasks.

PERSONAL INFORMATION

Father Name : Farid Ullah Khan
Resident of : Saudia Arabia
Passport No : KR2746472
Nationality : Pakistani
Visa Status : Valid & Transferable
Marital Status: Single
Languages : English, Urdu, Pashto
00966 50 805 9695
00966 54 398 3220

EMPLOYMENT EXPERIENCES

- **ADMIN OFFICER/ASSISTANT AT IFAST SOLUTION PVT LTD. (MAR 2019-2021 FEB)**
 - ❖ Highly organized office assistant with excellent communication and multitasking abilities.
 - ❖ Focused at managing multiple tasks simultaneously with accuracy and attentions details.
 - ❖ Managed daily operations of office, including inventory management, filing, data entry, and customer relations.
 - ❖ Assisted upper management with scheduling and coordination of daily activities.
 - ❖ Developed and maintained office filing systems and databases.
 - ❖ Interacted with customers on a daily basis to answer inquiries and provide a high level of customer service.
 - ❖ Completed data entry tasks and maintained accurate records
- **OFFICE ASSISTANT/ DATA ENRTY OPERATOR AT LANA ICE FACTORY AL-BAHRA JEDDAH (APRIL 2023 TILL DATE)**
 - ❖ Transfer **data** from various sources into the new database.
 - ❖ Transferring data from paper formats into computer files.
 - ❖ Keep and maintain the office record of all employees.
 - ❖ Managed daily operations of office, including, filing, data entry, and customer record.
 - ❖ Enhances organization reputation by accepting ownership for the accomplishing new and different requests, and exploring opportunities to add value to job accomplishment.

- **OFFICE ASSISTANT AT AL BADEEL LOGISTIC SERVICES** (SEP 2022- FEB 2023)
 - ❖ Maintain inventory of office supplies and anticipates supply needs, ensures prompt ordering and receipts of supplies and delivers supplies to customer.
 - ❖ Maintains office schedule by picking up and delivering items as needed.
 - ❖ Copies and stores important documents and records.
 - ❖ Enhances organization reputation by accepting ownership for the accomplishing new and different requests, and exploring opportunities to add value to job accomplishment.

EDUCATION

- Master of **Business Administration (MBA) Finance** from University of Peshawar KPK Pakistan. **(2013-2016)**
- **Bachelor of Commerce (B.Com)** from University of Peshawar KPK Pakistan. **(2009-2011)**
- **Diploma in Commerce (D.Com)** from Khyber Pakhtunkhwa Board of Technical Education Peshawar Pakistan.
- **Diploma in Information Technology (DIT)** from Board of Technical and Professional Education Islamabad Pakistan. **(2018-19)**
- **Secondary School Certificate (Matric)** from Board of Intermediate and Secondary Education Peshawar KPK Pakistan. **(2006)**

PROFESSIONAL SKILLS & EXPERTISE

- Receives and distribute communication, collects and mail correspondence.
- Copies and stores important documents and records.
- Maintain inventory of office supplies and anticipates supplies needs. Ensures prompt ordering and receipt supplies and delivers supplies to work stations as needed.
- Provides office communications support by fielding calls, answering questions, forwarding messages, confirming customer orders and keep customers inform by order status.
- Maintains office schedule by picking up and delivering items as needed.
- Updates jobs knowledge by participating in educational opportunities.
- Computer literate, having command on MS Office Package.
- Good negotiation skills, ability to work independently.
- Dedicated, Honest and willing to accept responsibilities.
- Good interpersonal and cross culture skill

IT SKILLS

- Having sound Knowledge of MS Office (MS Word, MS Excel, and MS Power Point).
- Graphic Designing
- Operating System Installation.
- Ability to work in Accounting software **DAfra.com, PEACHTREE, Quick Book, Tally ERP 9,**

HOBBIES

- Playing Games
- Riding
- Gardening



TO WHOM IT MAY CONCERN

This is to certify that **Mr. ROOH ULLAH** holding Iqama No: **2589544192** working with us in LANA ICE FACTORY as “Data Entry Operator DEO / Admin Assistant” from 15/04/2023 till to date.

During his tenure, Mr. ROOH ULLAH exhibited exceptional proficiency and commitment to his role.

His responsibilities included Preparing, organizing and storing information in paper and digital form. Dealing with queries on the phone and by email. He is responsible for clerical and organizational tasks like file organizing, scheduling appointments, assisting other staff members, and drafting correspondences or messages, managing diaries and scheduling meetings.

We found **Mr. ROOH ULLAH** to be diligent, reliable, and highly professional in his conduct.

This certificate has been issued on employee's request for whatever legal purpose it may serve, without any legal obligation part of this company.

We wish him every success in future.


Hisham Al Bashiri
HR Manager



LANA ICE FACTORY
Al-Bahro Makkah
Al-Saudia Arabia



EXPERIENCE CERTIFICATE

It is certified that **Mr. Roohullah** son of **Mr. Farid Ullah** who has worked with **iFaST Solutions (Pvt) Ltd.**, in the capacity of **Office Assistant** from 4th March 2019 to 26th February 2021.

During his tenure of work, we found him remained involved in his work dedicatedly, active in whatever task we provided him. He is a confident person. He is professionally sound, hard-working and a devoted staff member. He has the motivation to take initiatives and we feel gratified that he had been helpful in the advancement of our organization.

Moreover, we would like to reflect over his conduct during his stay with us. During his service he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a genial temperament and can efficiently work in a team. All of our staff members felt relaxed and please to work with him in order to achieve the organizational goals and objectives.

We wish him all the best in his future endeavor.

**IFAST SOLUTIONS
(PRIVATE) LIMITED**



Sabih Uddin Farooqi
General Manager.

Dated: 1st March, 2021



University of Peshawar Pakistan

This certifies that

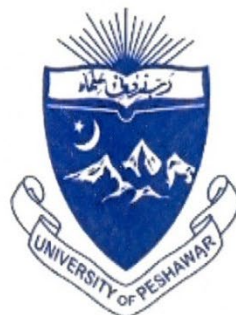
Roohullah son of **Faridullah Khan**

having fulfilled all the requirements is hereby admitted to the degree of

Master of Business Administration (Three & half years)

and is entitled to all the rights, honours and privileges thereunto appertaining.

Given this 24th day of February, 2017.



Roll No: 95

Session: 2012-2016

Reg. No: 2008-PCOM-5491



126940

[Signature]
6/4/17

Registrar

[Signature]

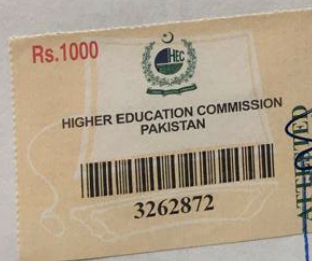
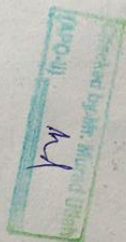
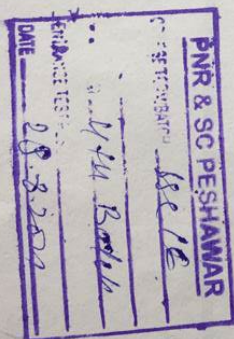
Vice Chancellor

3470

34



Ministry of Foreign Affairs, Pakistan
PEW10875m



Verified and Found Correct
28/10/23
Controller of Examinations
University of Peshawar
Registrar



27/3/17



University of Peshawar Pakistan

This certifies that

Rooh Ullah son of Farid Ullah Khan

having fulfilled all the requirements is hereby admitted to the degree of

Bachelor of Commerce

and is entitled to all the rights, honours and privileges thereunto appertaining.

Given this 28th day of February, 2012.



Roll No: 1459

Session: Supplementary 2011

Reg. No: 2008-P/COM-5491



126944

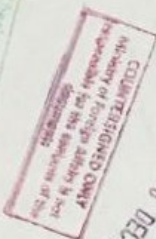
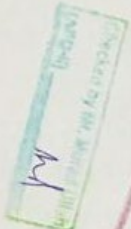
Registrar

Vice Chancellor

3474



Ministry of Foreign Affairs, Pakistan
PEW10875m



28 DEC 2012



Verified and Found Correct

25/10/23

Controller of Examinations
University of Peshawar

Registrar



111

27/3/17

Serial No. 19663

Roll No. 18079

NWFP BOARD OF TECHNICAL EDUCATION



PESHAWAR (PAKISTAN)
Diploma in Commerce
Year 2008
(Annual / Supplementary)

Certified that Mr. / Miss. ROOH ULLAH
Son / Daughter of Mr. FARID ULLAH KHAN
Registration No. GCMS/P/AC/II-S/06-4224
of GOVT: COLLEGE OF MANAGEMENT SCIENCES PESHAWAR
has passed the Diploma in Commerce Examination held by the N.W.F.P. Board of Technical Education, Peshawar, in the month of APRIL 08.
He / She secured 833 Marks out of 1200 and has been placed in Grade "B".

In recognition thereof, this
Diploma in Commerce
(Accounts / ~~Statistical~~ Group)

is awarded to him / her at Peshawar on the 19TH day of MAY 09.

ASSISTANT SECRETARY SECRETARY

This certificate / diploma is issued without any alteration or erasure.

CH

ATTESTED

تصديق سفارة المملكة العربية السعودية
(القسم القنصلي) في اسلام آباد على صحة
الانتماء والتوقيع دون مسؤولية عن المضمونيات
التاريخ: ٢٠ / ٥ / ١٤٣٠
عن رئيس القسم القنصلي

QRCODE

ENTER BOARD COORDINATION
COMMISSION (IBCC)
CA000039754
Diploma

M A REHMAN UTMANKHEL
Assistant Secretary Attestation
Inter Board Committee of Chairmen
Govt Of Pakistan
Ministry of Federal Education and
Technical Education Peshawar

MOHAMMAD SAID AL AHAMARI
DIPLOMA IN COMMERCE ISSUED BY THE BOARD OF
TECHNICAL EDUCATION IS HELD EQUIVALENT TO F. A. OF
THE BOARDS OF INTERMEDIATE AND SECONDARY
EDUCATION IN (PAKISTAN) VIDE A BOOK OF EQUIVALENCY OF
EDUCATIONAL CERTIFICATES IN PAKISTAN PUBLISHED BY
THE GOVERNMENT OF PAKISTAN MINISTRY OF EDUCATION,
INTER BOARD COMMITTEE OF CHAIRMEN ISLAMABAD.
28 OCT 2023

PAKISTAN
J.C. SL
RS10
ATTESTATION
STAMP

Type/Prepared by

Checked by

86475

QRCODE

PEW10875m
Ministry of Foreign Affairs, Pakistan

COUNTERSIGNED ONLY
Ministry of Foreign Affairs is not
responsible for the contents of the
document.

Checked by Mr. N. Ullah
(APO-4)

28 DEC 2023

Reg No: KIEMS/PSH/DIT/18-1970
Roll No: 1970

www.btpep.com.pk

Serial No: 01467

Board of Technical & Professional Education

Established under Act 1882: Govt. of Pakistan
ISLAMABAD - PAKISTAN



Diploma

Competency Based / Skill Recognition
This is to acknowledge that

Rooh Ullah s/o Farid Ullah Khan

has successfully completed the prescribed
course of study in

Diploma In Information Technology

Passed in Grade "A" Percentage: 83%=1160/1400

Conducted at Khyber Institute of Education and Medical Science Peshawar.

Duration: One Year (Passed in Two Semesters consisting of Six Months each)

Session: 2018-2019

And in recognition there of this Trade Certificate is issued on the 12th Aug 2019



Alert: This is Experience Based & Non-Academic Competency Diploma, Exempted from any attestations & litigation in any plate from. It doesn't have equivalency.

A Project of CRD Education System

Attested & Verified

Aziz ur Rehman
Secretary
Board of Technical & Professional
Education Islamabad - Pakistan

Regional Office No TF 232
Deans Trade Center
Peshawar Cantt

www.btpep.com.pk
For Online Verification
(Enter Your Roll Number)

Abdusamad H. Khan
DIRECTOR
Board of Technical & Professional
Education Islamabad - Pakistan

S.No. 446510

Roll No. 14002

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



Board of Intermediate and Secondary Education Peshawar

N.M.I.P. Pakistan

Secondary School Certificate Examination

SESSION 2006- ANNUAL

(Science Group)



This is to Certify that Rooh Ullah Son of Farid Ullah Khan
and a student of Hira Public School Shah Alam Pul Peshawar has passed the Secondary School Certificate
Examination of the Board of Intermediate and Secondary Education, Peshawar held in March, 2006 as a Regular
candidate. He obtained 659 Marks out of 1050 and has been placed in Grade B Representing Very Good

The Candidate passed in the following subjects:

- | | | | |
|------------|------------|---------------------|---------------------|
| 1. English | 2. Urdu | 3. Islamiyat (Comp) | 4. Pakistan Studies |
| 5. Maths | 6. Physics | 7. Chemistry | 8. Biology |

Date of birth according to admission form April 1, 1990

Asstt Secretary

This certificate is issued without alteration or erasure.

Secretary



86475



PEW10875m

GRADING FORMULA

Maximum Marks 1050

Percentage of Marks

- | |
|----------------------------------|
| 80% and above |
| 70% and below 80% |
| 60% and below 70% |
| 50% and below 60% |
| 40% and below 50% |
| Below 40% and Minimum Pass Marks |

Grades

- | | |
|-------|---------------|
| A One | 840 and above |
| A | 735 to 839 |
| B | 630 to 734 |
| C | 525 to 629 |
| D | 420 to 524 |
| E | 419 and below |

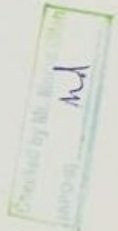
ATTESTED



INTER BOARD COORDINATOR
COMMISSION (IBCC)
CA000039754
SSC

28 DEC 2023

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responsible for the contents of the
documents



M A REHMAN UTMANKHEL
Assistant Secretary Attestation
Inter Board Committee of Chairmen
Govt Of Pakistan
Ministry of Federal Education and
Professional Training Regional Office Peshawar

COSMOS

INSTITUTE OF COMPUTER SCIENCES

Affiliated with B.T.E, S.D.C Govt. of Pakistan



Ref. No CICS/PT/12-25721

S.No 25911

Certificate

This Certificate is presented to

Mr/Mrs/Miss

Roohullah

Son/Daughter of

Fareedullah

After Successful completion of the

Peach Tree

87%

A

He/She secured

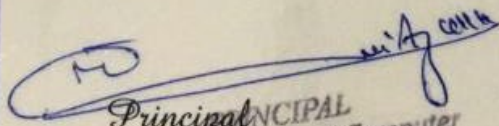
marks and placed in grade

01-03-2012

31-03-2012

From

to



Principal
Cosmos Institute of Computer
Sciences Peshawar.
SDC (Govt. of Pakistan)



LIFE
Zaroori Hai

Bancassurance Certification

is awarded to

MR. ROOH ULLAH

BANCASSURANCE SALES CONSULTANT

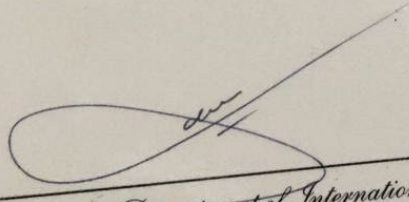
DECEMBER 16th 2019

Upon successful completion of
Foundation Training Course
conducted by EFU Life Assurance Ltd.

Husein Sachak
Director - Bancassurance



It is to certify that Mr/Miss Reeh ullah..... has attended the Seminar
on "Pak-Afghan Bilateral Cooperation Development As. Participant
The Seminar was Organized by Department of International Relations
& Pak-Afghan Youth Forum in Collaboration with SPO
On 20th March, 2013, at Department of International Relations
University Of Peshawar.


Chairman Department of International Relations

 SPO
Strengthening
Participatory
Organization
Regional Head SPO