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PRESENT ADDRESS:

JEDDAH KINGDOM OF SAUDI ARABIA

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ALBUSAILI SONS CO

PH: +966 59 391-9966

FOR ELECTROMECHANICAL WORKS

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ADMIN CLERK FOR HRD

A motivated, results-focused Human Resource professional administrative clerk, seeking an opportunity to utilize career experience, skills, and education to contribute to employer objectives, profitability and success with a company offering potential for challenge, growth and to secure a position as a valued member of Human Resources department that leverages my achievements, energy and talent for identifying superior job candidates.

Duty & Responsibilities:

- A Human Resource experience administrative clerk supervising 800 workforce.
- Two years working experience of "Saudi Aramco" as administrative clerk at Rabigh Bulk Plant operation division.
- One Saudi Aramco North Jeddah Bulk Plant inspection unit admin clerk.
- Five years' work experience AlBusaili Sons Co western region administrative bock.
- One and half 1.5 years' experience YASREF (Yanbu Aramco Sinopec Refining Company)
- Ability to speak, write and read Pashto, Urdu, English & Arabic languages.
- Core competency documents control and record keeping.
- Well versed with Microsoft office suite, Aramco SAP extranet portal & YASREF portal.

CAREER SUMMARY



ALBUSAILI CO, JEDDAH
HR Admin Clerk (June 2013 to today date)

Company Brief:

AlBusaili Co. has been active in the field of electromechanical works for the past six decades. The company served the hi-tech industry provided services to Aramco, YASREF, Marafiq, Other governmental department as well as major production facilities in the region. AlBusaili Co. has recognized the frequent changes in today's technology applications in various fields and industries and has matched hi-tech evolution by adapting the best techniques and management in its operations thus allowing its customers to compensate for negative influences in a more competitive market.

Duty & Responsibilities:

- Interpreting various written materials such as transcripts, employment records, references, employment regulations, and education codes.
- Conducting employee's trainings enrolment with third party.
- Communicating with other departments, employees, applicants, administrators, and staff provide information and assistance regarding transfers, employment, and personnel record.
- Assisting in scheduling various meetings and employee programs and events in compliance with department needs.
- Ensuring the accurate information reflects in database, verifying, and providing inputs regarding data.
- Supporting new employee orientation programs, notifies employees on health, dental, medical, and compensation benefits
- Maintaining confidentially concerning personnel actions, legal actions, termination and non-renewal documents, and organizational plans
- Processing Employees Saudi Aramco ID card through SAP System, Vehicle stickers, training scheduling from Industrial training department.
- Processing of PetroRabigh Refinery IDs, Stickers & Temporary access for employees

**Yanbu Sinopec Refinery Company Inspection Unit****ID Coordinator****Company Brief:**

The Yanbu Aramco Sinopec Refining Company (YASREF) Ltd., a joint venture between Saudi Aramco and China Petrochemical Corporation (Sinopec), is a world-class, full-conversion refinery. The company is in Yanbu Industrial City, and is the key project in Yanbu.

Duty & Responsibilities:

- Processing YASREF IDs.
 - Processing YASREF Stickers.
 - Planning for Work Permit Receivers and provide training.
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**Saudi Aramco North Jeddah Bulk Plant Inspection Unit**

Administrative Clerk (July 2012 to June 2013)

Company Brief:

Saudi Arabian Oil Company, doing business as Saudi Aramco, operates as an oil exploration company. The Company focuses on hydrocarbons exploration, production, refining, distribution, shipping, and marketing crude oil. Saudi Aramco serves customers worldwide.

Responsibilities:

- Reporting to unit head operation department.
- Making reports for daily check list.
- Maintaining JSA (Job Safety Analysis) report.
- Timekeeping for operation Aramco Employees.
- Email dealing & Phone answering.
- Maintaining filling system.

Saudi Aramco Rabigh Bulk Plant Operation Unit

Administrative Clerk (17-March-2010 to July 2012)

Responsibilities:

- Reports, minutes of meeting, agendas.
 - Front office receptionist, Emailing and dealing with enquirers.
 - Distributing incoming and outgoing post and information to relevant parties.
 - Preparation and distribution of minutes of meeting and agendas etc.
 - Ensuring adequate staff levels to cover for absences and peaks in workload.
 - Maintaining filing systems & timekeeping through SAP System.
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Hill Park General Hospital & Trauma Centre (Pvt) Ltd.

Hill Park General Hospital Karachi

Administrative Clerk (2006 to 2010)

Responsibilities:

- Maintaining medicine stock,
- Issuance of medicine to patient in the hospital
- Cash sales entry and dealing financial matters
- Preparing purchase order for daily consumption

TRAININGS

- Got trained by Saudi Aramco "SAP extranet portal for employee Id & Stickers process"
- Got trained by Saudi Aramco "Work Permit Receiver procedure and importance"
- MS office Certification from Allama Iqbal University Mingora
- Computer Basic Program one year Diploma from House of Education Mingora

TECHNICAL SKILLS

- Ms. Office Word, MS Excel, MS Access, MS Outlook.
- SAP extranet portal for employee Id & Stickers process
- Work Permit Receiver procedure and importance
- Data Entry Operation
- Saudi Aramco Time Keeping System

EDUCATION

- **B.A Bachelor of Arts** University of Malakand
- **F. A Faculty of Arts** Government Collage Puran
- **SSC Secondary School** Certificate GHS Chawga

PERSONAL PARTICULARS

Date of Birth: 02 May 1981

Languages Known: Pashto, Urdu, English and Arabic

Marital status: Married