

Mujeeb Ullah Khan

Managerial Assistance & Administrative Support Services

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OBJECTIVES

I am business graduate from 4+ years experience in business administration with an emphasis on management of human resource, communication and coordination. I am dedicated to management profession, ready to apply my skills at organizational strategic level and contribute to achieve managerial and administrative goals of the organization.

SKILLS

MANAGEMENT	ADMINISTRATION
<ul style="list-style-type: none">○ Project Charter Development○ Work Breakdown Structure Development○ Activities Planning & Scheduling○ Procurement & Resource Allocation○ Budget Forecasting & Estimation○ Total Quality Management○ Managerial Decision Making○ Risk Management○ Change Management○ Marketing Management	<ul style="list-style-type: none">● Office Administration● Administrative Support● Managerial Support● Office Tools/Work Automation● Office Coordination● Planning & Implementing Organizational Strategy● HR Leadership & Team Building● Communication and Negotiation● Problem Solving● Sales Administration

EXPERIENCE

Sculpt Screen | Communication Advisor

Remote | Mar 2025 – Present

- We are providing freelance services on different digital platforms.
- Our aim is to stand as outstanding firm in the field of digital marketing and social media.
- We focus on content creation, SEO, PPC, digital advertisement, social media and digital marketing.

Swat College of Pharmaceutical Sciences | HR Admin Officer On-site | Feb 2022 – Feb 2025

- I was responsible for accurate and confidential employee records.
- I served as a liaison among the teaching faculty, support staff, and administrative personnel.
- I played a significant role in the implementation of HR policies and procedures within the college.

EDUCATION

Master of Science Project Management | Riphah International University

Islamabad, Pakistan
Mar 2016 – Jun 2019
Cumulative GPA: 3.1/4.

Bachelor of Business Administration Honor | Abdul Wali Khan University

Mardan, KPK, Pakistan
Jun 2010 – Sep 2016
Cumulative GPA: 2.5/4.

TOOLS

- ∞ Primavera P6 – Proficient
- ∞ MS Project – Proficient
- ∞ MS Office – Professional
- ∞ SPSS – Proficient
- ∞ Canva – Professional
- ∞ Adobe Photoshop – Professional

LANGUAGES

- ✍ English – IELTS 6.0
- ✍ German – Beginner
- ✍ Urdu – National
- ✍ Pashto – Native

HOBBIES

- Chess Playing
- Horse Riding
- Target Hunting & Shooting