



CURRICULUM VITAE

Name : Zaryab Khan
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Date of Birth : 10 October 1996

CAREER OBJECTIVE:

Dedicated and reliable professional with experience in office administration, data entry, customer handling, and clerical operations. Skilled in computer applications, documentation, and day-to-day office management. Seeking a challenging position where I can contribute my skills and grow professionally.

CORE SKILLS

- Office Administration & Documentation
- ERP System Operation (Production, Inventory, Sales)
- Data Entry & Reporting
- MS Word, MS Excel, MS PowerPoint
- Record & File Management
- Office Coordination & Support

WORK EXPERIENCE

ERP Operator

Tempo Factory, Sialkot | 2024 – Present

- ✓ ERP data entry for production, inventory, and sales
- ✓ Ensured data accuracy and timely reporting.

Office Administrator

CCPD Institute |Sialkot 2023 – 2024

- ✓ Managed daily office operations and documentation
- ✓ Maintained records, reports, and correspondence

Data Entry Operator

Afzal Group of Electronics | 2023 – 2024

- ✓ Data entry, reporting, and record management

Operation Assistant

Leopard Courier Services | 2021 – 2022

- ✓ Shipment processing and operational coordination

Company Clerk

Combined Military Hospital (CMH), Bannu | 2016 – 2021

- ✓ Clerical work, file handling, and documentation

QUALIFICATION:

- Matriculation (Science) : Board of Intermediate Secondary Education Bannu.
- FA (Arts) : Board of Intermediate Secondary Education Bannu.
- B.A (Arts) : University of Science & Technology Bannu.

CERTIFICATIONS

- 1 Year Diploma Information Technology.
- 3 Months Recruit Clerk Course Serial Number 215 (Army School Of Logistic Murree)

HOBBIES:

- Using Computer
- Book Reading
- Play Cricket
- Social Media