

AAMIR KHAN

Administrative Officer



✉ amirhussain4391@gmail.com

☎ 0582853748

📍 DAMMAM-SAUDI ARABIA

📅 4-Mar-1991

🚩 Pakistani

📠 2530151741

📄 IQAMA- Transferable

♂ MALE

Dynamic and result- oriented Administrative Officer with Over 3 years and Customer Support Associate with Over 5 Years of demonstrated expertise in overseeing daily office supplies, proficient in effective communication, possessing a professional demeanor ,exceptional organizational capabilities, keen attention to detail,and a proven track record of fostering teamwork within the office environment.

📁 PROFESSIONAL EXPERIENCE

2022 – 2025
DAHRAN,
SAUDI ARABIA

HAJJAN DRILLING COMPANY (ARAMCO CONTRACTOR), Administrative Officer

As a Administrative Officer Roles & Responsibilities:

- the Office Administrative is responsible for providing administrative and support to ensure the smooth operation of the project site office.this role involves managing documentation,coordinating communication,handling procurement tasks, and assisting site personnel to maintain efficient workflow.
- Maintain and organize site office records,reports and documentation.
- Coordinate with HR dept for Employee ID Card (Iqama) renewal insurance etc.
- Maintain the employee time schedule.
- Manage incoming and outgoing coorespondence (emails, letters, memos).
- Ensure all permits,licenses,and site documents are up-to-date.
- Assist in preparing project reports, progress updates, and compliance records.
- Assist in ordering and tracking office and site supplies.
- Coordinate with vendors and suppliers for material deliveries.
- Maintain employee attendance ,site logs sheet and safety records.
- Maintain inventory records and stock levels.
- Act as a liaison between site staff, contractors,and head office.
- Handle phone calls, emails,and visitor inquiries professionally.
- Support HR in onboarding new site employees.
- Arrange site accommodations, transportation, and catering if required.

2018 – 2022
ABBOTTABAD,
PAKISTAN

PAKISTAN TELECOMMUNICATION COMPANY LIMITED (PTCL),
Customer Support Associate

EDUCATION

2012 – 2016
ABBOTTABAD,
PAKISTAN

BACHELOR OF SCIENCE IN ELECTRICAL & ELECTRONICS,
SARHAD UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY

2007 – 2009
ABBOTTABAD,
PAKISTAN

FSc (PRE ENGINEERING),
GOVT POST GRADUATE COLLEGE NO 1 ABBOTTABAD

2007
ABBOTTABAD,
PAKISTAN

SSC (SCIENCE), GOVT HIGH SCHOOL KAKUL

ABBOTTABAD,
PAKISTAN

DIPLOMA IN INFORMATION TECHNOLOGY (DIT),
BOARD OF TECHNICAL EDUCATION PESHAWAR

SKILLS

- MS Office (Word , Excel, Power point , Outlook) •
- Ability to work in a fast -paced, on -site environment •
- Troubleshooting System issues -Hardware/Software & Printer Issues •
- Excellent communication and interpersonal skills •
- Strong organizational and multitasking abilities •
- Data base software skills like (Hilti on Track, SAP & Man Winwin Software)

CERTIFICATES

NEBOSH (IGC)
international General
Certification in Occupational
safety and Health

DIT (One Year)

LANGUAGES

ENGLISH



URDU



ARABIC (BASIC)

