



# ZUBAIR KHAN

## MULTI-INDUSTRY SUPPORT PROFESSIONAL

### CONTACT

☎ 0097470917957

✉ xubairahmad562@gmail.com

📍 Thall City, District Hangu,  
Pakistan

### EDUCATION

2017  
GRAMMAR PUBLIC SCHOOL

- Matriculation
- Grade: A
- Marks: 784
- Board: Kohat

### SKILLS

- Project Management
- Public Relations
- Teamwork & Leadership
- Time Management
- Effective Communication
- Critical Thinking
- CorelDRAW & Microsoft Office Proficiency

### LANGUAGES

- English (Intermediate)
- Pashto (Fluent)
- Urdu (Fluent)

### PROFILE

I am a dedicated professional with experience in banking, retail, and telecommunications. As an office assistant in a bank, I developed strong organizational and time management skills. My retail work in motorbike accessories enhanced my customer service and communication abilities. Additionally, my role at Pace Telecom gave me valuable technical exposure to the telecommunications industry. I take pride in my adaptability, work ethic, and eagerness to grow in new environments.

### WORK EXPERIENCE

#### Banking Institution

Office Assistant

- Managed daily office operations, including handling correspondence, filing, and record management.
- Assisted in client interactions, ensuring smooth communication and prompt resolution of customer inquiries.
- Supported administrative staff by maintaining office supplies and ensuring a clean and organized workspace.

#### Motorbike Accessories Shop

Retail Sales Assistant

- Provided excellent customer service by assisting clients with product selection and addressing inquiries.
- Managed inventory, tracked stock levels, and ensured timely replenishment of products.
- Maintained store cleanliness and organized displays to attract potential customers.

#### Pace Telecom, Pakistan

Field Technician Assistant (Optical Fiber)

- Assisted senior technicians in the installation and maintenance of optical fiber networks.
- Ensured proper handling and setup of tools and equipment during fieldwork.
- Maintained records of daily tasks and reported work progress to the management team.