



MUHAMMAD KHIZAR KHAN

OFFICE ADMINISTRATION 05

YEARS EXPERIENCE

PERSONAL

Father Name : Nawaz Ahmed Khan

Passport No. # : CN4154291

Nationality : Pakistani

Date of Birth : 01-March-2000

Religion : Islam

Marital Status : Single

Experience : 05 years

Current Location : Jeddah

LANGUAGES

- Basic Arabic
- English
- Urdu
- Hindi

SKILLS

- MS Word
- MS Excel
- Office Management
- Communication Skills
- Document Handling
- & Filing
- Data Entry & Record Keeping
- Customer Service
- Multitasking & Problem
- Confidentiality & Professionalism

Contact

Phone

+966 558063297

WhatsApp

+923105829780

Email

Khizar.jadoon312@gmail.com

Address

Jeddah, Kingdom of Saudi Arabia

OBJECTIVE

Motivated and detail-oriented professional seeking a position in Office Administration where I can utilize my organizational, communication, and multitasking skills to ensure efficient office operations and contribute to the overall success of the organization. Eager to support team productivity and maintain a professional and well-organized work environment.

EDUCATION

- **DAE (Diploma of Associate Engineering)** (3 Years)
RAWALPINDI POLYTECHNIC INSTITUTE, TIPU ROAD,
RAWALPINDI, LAHORE BOARD
- Matriculation GLORIOUS ENGLISH SCHOOL, DHOKE
SYEDAN, RAWALPINDI CANTT, FBISE ISLAMABAD
BOARD

HISTORY OF PROFESSIONAL EXPERIENCE

COMPANY NAME NISA.SF & NISA IMPEX (PVT) LTD

- Duration : 01 Jan, 2021 TO 28 Mar, 2025
- Designation : Institution Manager
- Location : Islamabad, Pakistan

RESPONSIBILITIES

- Ensure the smooth running of daily office tasks.
- Supervise office maintenance and cleanliness.
- Coordinate office supplies and inventory management.
- Maintain accurate records and filing systems (both physical and digital).
- Update databases with employee, financial, or customer information.
- Prepare and manage confidential documents.
- Maintain accurate records and filing systems (both physical and digital).
- Update databases with employee, financial, or customer information.
- Prepare and manage confidential documents.
- Enter and manage data in spreadsheets and systems.
- Generate regular reports for performance, expenses, or attendance.

EXPERIENCE IN PREPARING TENDERS:

I have comprehensive experience in preparing and managing tenders for both government and private sector projects. My role involved coordinating the entire tendering process from reviewing bid invitations to final submission, ensuring accuracy, compliance, and timely delivery.

Key Responsibilities:

- Analyzing tender documents (RFPs, RFQs, BOQs, etc.) and identifying key requirements.
- Coordinating with internal departments (technical, legal, finance) for relevant inputs.
- Preparing both technical and financial proposals in compliance with client specifications.
- Drafting, editing, and formatting tender documents professionally.
- Managing tender submissions through online portals (e.g., PPRA, SPPRA, NTPC, etc.) and physical deliver DGP (Army).
- Handling pre-bid queries and participating in clarification meetings if required.
- Maintaining a database of submitted tenders, outcomes, and lessons learned.
- Ensuring confidentiality and proper documentation throughout the process.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the authenticity of the particulars mentioned in this resume.



Punjab Board of Technical Education Lahore

2232

216374

First Annual Examination, 2019

Certified that MUHAMMAD KHIZAR KHAN
son/daughter of NAWAZ AHMED KHAN
Registration No 216-1437-01987 of the
RAWALPINDI POLYTECHNIC INSTITUTE, TIPU ROAD, RAWALPINDI



has satisfactorily completed the THREE YEAR Programme of Instructions in
CIVIL TECHNOLOGY

and has passed the Examination as a Whole securing 2646 marks
out of 3500 and has been placed in "A" Grade

In recognition thereof this

Diploma of Associate Engineer

is awarded at Lahore on the September 08, 2019



[Signature]
Secretary

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
ISLAMABAD

Serial No. 836439

Certificate No. 561045/050107

Roll No. 125627

Registration No. 1629511023

Group SCIENCE

Attempt(s) FIRST



SECONDARY SCHOOL CERTIFICATE EXAMINATION
ANNUAL 2016



Certified that MUHAMMAD KHIZAR KHAN

Son / Daughter of NAWAZ AHMED KHAN

whose date of birth is 01-03-2000 (First March, Two Thousand)

has qualified for award of Secondary School Certificate

at the examination held in the month(s) of March / April as a Regular Candidate from

GLORIOUS ENGLISH SCHOOL, DHOKE SYEDAN, RAWALPINDI CANTT.

as per statement of marks given below and has obtained grade B

His / Her mark of identification : Nil

SUBJECT-WISE STATEMENT OF MARKS

S.No.	Subject(s)	MARKS	
		Maximum	Obtained
1	ENGLISH (COMPULSORY)	150	073
2	URDU (COMPULSORY)	150	111
3	ISLAMIYAT (COMPULSORY)	075	054
4	PAKISTAN STUDIES	075	044
5	MATHEMATICS	150	119
6	PHYSICS	150	083
7	CHEMISTRY	150	111
8	COMPUTER SCIENCE	150	087
TOTAL		1050	682

(Marks in words) Six Hundred Eighty Two



Islamabad Dated December 08, 2016

Checked by: [Signature]



SECRETARY



Nisa Impex (Pvt.) Ltd.
Deals In: Import / Export & General Order Suppliers

EXPERIENCE CERTIFICATE

It is certified that **Muhammad Khizar Khan**, is consistently hardworking highly reliable and meticulous has been part of our organization **Nisa Impex (Pvt) Ltd.** He performed his duties as **Front Desk , Billing Officer, Tender Department** from January 2021 till date.

We are very proud to have such dedicated employee. We wish him all the best and success in future endeavors.

Chief Executive Officer
Muhammad Inayat Ullah

HR Manager
Shahab Azhar



Head Office: Maxim Arcade, Plot # 13-14, Usman Block, Jaddah Town, Phase I, Opp. DHA-II, G.T Road, Islamabad.
Tel. # 0092-51-5709364-5, Fax. # 0092-51-5709368, Cell: 0092-336-0103003, 0092-301-8542730
E-mail: info@nisaimpex.net nisaimpex1958@gmail.com, www.nisaimpex.net

TO WHOM IT MAY CONCERN
EXPERIENCE CERTIFICATE

This is to certify that **Muhammad Khizar Khan, S/O Nawaz Ahmed Khan**, Holding CNIC # 37405-4404429-5, has been employed at our organization as a **Tender Business Officer** from April 2022 till today.

During his tenure with us, he has displayed exceptional dedication, professionalism, and expertise as a **Tender Business Officer**.

We deeply appreciate his valuable contributions to our organization. His commitment to excellence and exceptional work ethic set him apart as a reliable and proficient **Tender Business Officer**.

We wish him the best in his future endeavors and do not doubt that he will continue to excel in his professional journey.

Best Regards,


NISA.SF (PVT) LTD
HR Manager


Manufacturer Of Medical Devices, Apparatus & Instruments.

Head Office: Office#1, 1st floor, Maxim Arcade Usman Block Jeddah Town, Phase: I,

Opp.DHA Phase II, G.T Road Islamabad

Phone no: 0092-51-5709364, **Fax:** 0092-51-5709368, **Cell:** 0092-336-0103003, 0092-301-8542730

Email: nisa.sf@hotmail.com

Factory: 10-Km, Muridke Sheikhpura Road, Muridke, Distt. Sheikhpura.