

PERSONAL INFORMATION

First Name: Sabir Khan
Father Name: Ziarat Khan
Marital Status: Unmarried
Date of Birth: 26 March 2003
Iqama: Transferable
Email Address: sabirkpk55@gmail.com
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Home Address: 7818 Hasan Al Aslami, Street, Al Wazarat Riyadh



KSA WORK EXPERIENCE

- Currently working as a **Office admin and Document controller at Bold Construction Company Riyadh KSA**. Maintaining project documentation and records with accuracy. Preparing Purchase Orders (POs) and Material Requisitions (MRs). Coordinating with engineers for timely submission of project documents. Drafting employee offer letters, joining letters and Time sheets etc. **From July 2025 Till Date**
- Served as **Documents Controller in Bab Al Minwal Research Development Co KSA**. (Responsible for **generating purchase orders** based on procurement requests from Various sites & departments, **Verification of the accuracy of purchase orders**, including quantities, specifications, and pricing. Maintaining accurate project documentation, blueprints, and procurement files. Coordinating with engineers for timely submission and accuracy of project documents. **Jan 2025 – June 2025**

PAKISTAN WORK EXPERIENCE

- Worked as **Documents Controller, Medical Transcriptionist (typing reports of Echocardiography, Angiography & Angioplasty, TACE, TAE, MWA, PEI, Brain Coiling and Venogram) and C.R.O.P (Cardiac Registry of Pakistan) Coordinator in Evercare Hospital Lahore (Cath Lab)**.
- Worked as **Secretary, Computer Operator / Medical Transcriptionist (typing reports of Echocardiography, Angiography & Angioplasty, TACE, TAE, MWA, PEI, Brain Coiling and Venogram) and C.R.O.P (Cardiac Registry of Pakistan) Coordinator in Cath Lab Farooq Hospital Westwood Branch with extra responsibility of Network Administrator (Record keeping, managing HIMS, internet connection, networking) in Farooq Hospitals Westwood Branch**.
- Worked as a **Storekeeper in Farooq hospital west wood branch** had experience in **maintaining data inventory and stock of hospital's store** in morning shift.

ACADEMIC QUALIFICATION

- **BS (Software Engineering)** *Virtual University of Pakistan.* *7th Semester (BC190402341)*
- **F.S.C (Pre- Engineering)** *B.I.S.E Abbottabad* *Date Passed: 2019*
- **Matriculation (Science)** *B.I.S.E Abbottabad* *Date Passed: 2017.*

CERTIFICATION/ PROFESSIONAL QUALIFICATION

- **Diploma in Freelancing.** *DigiSkill Virtual University of Pakistan.*
- **Diploma in SEO** (Search Engine Optimization) *DigiSkill Virtual University of Pakistan.*
- **Diploma in Digital Marketing.** *DigiSkill Virtual University of Pakistan.*
- **Diploma in Creative Writing.** *DigiSkill Virtual University of Pakistan.*
- **Diploma in E-Commerce Management.** *DigiSkill Virtual University of Pakistan.*

COMPUTER LITERACY

- Microsoft Office (Word, Excel, PowerPoint)
- Inpage Urdu
- Software Installation.
- Routing
- Troubleshooting.
- Internet Browsing Mailing.

PROFESSIONAL SKILLS

- Regularly Typing the Reports of adult Echocardiography, Angiography & Angiography & Angioplasty, PPM, Paeds Echocardiography, PDA, TACE, TAE, MWA, PEI, DSA Brain Coiling and Venogram & Fistulogram. ♦ C.R.O.P data entry.
- C.R.O.P (Cardiac Registry of Pakistan) data entry.
- Knowledge and Experience of Office Assistance / Documents Controller / Accounts.

COMMUNICATION SKILLS

- Good Communicator.
- Good written and oral presentation skills.
- Fast learner, honest, hardworking and independent with strong leadership, just in time, balance workforce, self-starter energetic and critical thinking skills.

LANGUAGES

- English Urdu, Hindi, Punjabi .

REFERENCE

❖ Can Be Furnished on Demand.