



# Salman Ahmed Khan Khan

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

After my Graduate in Pre-Engineering from University of Karachi in 1973-74, I started my career as a junior Admin. Asstt. with a world renowned National Construction Co. (Pakistan) Limited. and worked with this company at various largest projects as well as in Pakistan and Saudi Arabia Peace Hawk-V a Project of Royal Saudi Air-force at Taif Base (Saudi Arabia) with the joint venture of United States Corps of Engineers and Northrop Construction Group of America – I have Worked Under the direct control of their Experts at Taif Base and also at regional Office, Jeddah. and Kuwait at Sabah Al Salam Housing Project. I have a vast experience in Administration and Procurement. After liquidation of this Company I worked in Private Companies on senior positions left Al- Abbas Fabrics (pvt) Ltd, S.I.T.E., Karachi in 2013.

Preferred occupation	Administrators Administrative jobs
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## Contact and general information about me

Day of birth	1952-12-25 (72 years old)
Gender	Male
Residential location	Karachi Sindh
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 1973.03 iki 1986.09**

Company name National Construction Company (Pakistan) Ltd.

You were working at: Administrators

Occupation Administrative Officer

What you did at this job position? Responsible to Supervise the Skilled / Unskilled Staff, Maintain their Attendance Record, Allocation of Duties. i) Maintenance of Vehicles / Maintain their fuel Records, etc... ii) Maintain the Inventory of Company's Assets, Furniture/Fixtures etc... iii) Handling all Insurance Matters related to All Employee / Company's Property. v) Handled Camp Administration etc... B. PROCUREMENT i) Obtain the quotations from local market; prepare comparative statements for the purchase approval. ii) Issuance of Purchase Orders. iii) Make arrangements for having safe delivery. iv) Verification of bills. v) Co-ordination with Accounts and Stores. vi) Documentation and keeping the records of Procured items etc.

Working period **nuo 1986.11 iki 1988.10**

Company name Euro- Asia Enterprises, Karachi.

You were working at: Managers

Occupation Administrator

What you did at this job position? • Responsible for purchasing of office equipments and the maintenance.\ • Dealing with Labor and other related Governments Departments. • Protocol Duties of Foreign Principles • Handling with Staff and Office routine works

Working period **nuo 1988.11 iki 2003.12**

Company name Lasani Techno Impex, Karachi.

You were working at: Managers

Occupation Office Manager

What you did at this job position? Looking and searching world renowned manufacturer of different engineering items used in our local industries, In my tenure I introduced so many foreign Manufacturers in Pakistan few of them are listed below. • FESTO AG. Pneumatic (Germany) • MASTER Pneumatic (USA) • COMPAIR (UK) • LEGRIS (France)•BADOTHERM (Holland), TOYO (Japan) /KICO (Korea) etc...

#### Additional information

Salary you wish 50,000.00 PKR per month

How much do you earn now 35,000.00 last salary 2013. PKR per month