

M. KAMRAN RAZZAQ

S/O Abdul Razzaq Khan,
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OBJECTIVE

To work hard with a dynamic organization that provides an opportunity to contribute my skills and abilities in accomplishing the organization as well as personal goals.

EXPERIENCE

1. Currently Working in The United Insurance Co. of Pakistan Limited – Window Takaful Operations since December 01, 2016. Key responsibilities are: -
 - i) Maintain Record of All Documents.
 - ii) Maintain Petty Cash.
 - iii) Maintain Record of Company Maintained Vehicles.
 - iv) Correspondence with HO regarding Admin / HR & Accounts related queries.
 - v) Drafts, formats, and prints relevant documents.
 - vi) Maintains stock lists and other office supplies as needed.
 - vii) Manages staff expense requests.
 - viii) Creates agendas and takes meeting notes.
 - ix) Photocopies and files appropriate documents.
 - x) Attends workshop and conferences when requested.

2. Worked in Premier Insurance Company – Window Takaful Operations from January 16, 2016 to November 30, 2016. Key responsibilities were: -
 - i) Generate Motor / Marine Cover Notes.
 - ii) Following-up's to clients for cover notes payment.
 - iii) Generate Policies / PMD's.
 - iv) Maintain Record of All Documents.
 - v) Drafts, formats, and prints relevant documents.
 - vi) Photocopies and files appropriate documents.
3. Worked in Pak Qatar General Takaful (PQGTL) from October 21, 2013 to January 15, 2016. Key responsibilities were: -
 - i) Performing Claim Intimation Services To Head Office.
 - ii) Generate Marine Cover Notes.
 - iii) Following-up's to clients for cover notes payment.
 - iv) Generate Policies / PMD's.
 - v) Maintain Record of All Documents.
 - vi) Drafts, formats, and prints relevant documents.
 - vii) Photocopies and files appropriate documents.
4. 7 Months working experience in a Purchase Department of a Departmental Store as "Assistant Purchase Officer". Key responsibilities were:-
 - i) Coordinate with Department Heads about stock.
 - ii) Generate PO's (Purchase Orders).
 - iii) Verify Goods According To PO's.
 - iv) Generate GRN (Good Received Notes).
 - v) Check / Enter Barcodes of all received items.

QUALIFICATION SUMMARY

Degree	Year	Institute	Board/University
BA	2005-2007	Govt. Shalimar College Baghbanpura Lahore	Punjab University
F.A	2003-2005	Govt. Shalimar College Baghbanpura Lahore	Lahore Board
Matric	2003	Kashmir Public School	Lahore Board

PERSONAL INFORMATION

Father's Name: Abdul Razzaq Khan

Religion: Islam

Date of Birth: December, 10, 1987

Marital Status: Married

COMMUNICATION & COMPUTER SKILLS

- 1 Year Diploma in Information Technology under Punjab Board of Technical Education
- Effective and fluent communication in English, Urdu, Punjabi languages.
- Good interpersonal skills and problem handling abilities.
- Typing Speed 40WPM.