



Dilbar Khan Hilbi

Nationality: Pakistani **Date of birth:** 02/05/1999 **Place of birth:** Gilgit Baltistan

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Work: Dubai (United Arab Emirates)

ABOUT ME

Detailed-oriented, responsible and committed professional with an experience in Administration and Operations. I excel in strategic planning, leadership, and operational management. I pride myself in building a strong relationship with clients to driven business growth and fostering mutually beneficial for organisation. I am adept at analyzing complex situations, crafting innovative solutions, and implementing initiatives that drive business growth and efficiency.

Now looking forward to obtain a challenging job in a reputable and established organization, which provides definite career path and opportunities for professional growth.

WORK EXPERIENCE

Admin Officer

Kids HQ Arcade L.L.C [18/10/2023 – Current]

City: Dubai | **Country:** United Arab Emirates

- Office Management: Oversee daily office operations with efficiency.
- Communication: Handle correspondence, including emails and phone calls and communicate with internal and external stakeholders.
- Record Keeping: Maintain and update filing systems, ensuring accurate and accessible documentation.
- Scheduling: Coordinate meetings and appointments.
- Budget Management: Assist in preparing and monitoring budgets, tracking expenses, and processing invoices.
- Support Staff: Provide administrative support to management and other departments as needed.
- Data Management: Assist in collecting and analyzing data for reports and presentations.
- Human Resources Support: Assist with onboarding new employees and maintaining personnel records.
- Vendor Relations: Communicate with suppliers to negotiate terms, resolve issues, and ensure timely delivery of goods. stock replenishment and inventory audits.
- Reporting: Prepare regular reports on inventory levels, consumption and forecasts for management review.

Officer Trade Operations

United Bank Limited [01/06/2022 – 22/09/2023]

City: Karachi | **Country:** Pakistan

- Monitoring all trade (import) activities throughout Pakistan and internationally as well.
- Review all mails related to Letter of Credit and Bank Contracts.
- Monitoring all necessary documents for Letter of Credit and Bank Contracts.
- Generate draft from CBS (Symbol) and share with branches.
- Review and send LC / Bank Contract documents to PSU for screening.
- Update PSU sended documents on acuity.
- Resolve discrepancies raised by PSU.
- Established LC and registered Contract after receiving Checklist from PSU.
- Review amendment / correction request and entertain it on timely.
- Generate/ update/ enhanced/ extend FI and share it with branches.
- Make file and handover it to Head (imports) for final review.
- Eliminate all discrepancies in final file and handover it to file keeper.

Admin Officer

Aga Khan Education Board (IPD) [08/10/2019 – 20/12/2021]

City: Karachi | Country: Pakistan

- Write course announcements on Inpage software.
- Provide relevant course informations to students and parents.
- Call students for registration and fee submission.
- Update institute databases by inputting new students contact informations.
- Collect fee and generate voucher on specific software system.
- Provide classroom materials for teachers.
- Making photocopies and prints.
- Making Certificates after course completion.
- Administered Payroll and maintain employee records.
- Monitoring staff and students attendance.
- To check emails and respond further.

EDUCATION AND TRAINING

Bachelors in Business Administration (HRM)

National University of Modern Languages [14/02/2018 – 14/02/2022]

City: Karachi | Country: Pakistan

Matriculation (Science)

Aga Khan University Examination Board [21/07/2012 – 08/08/2014]

City: Gilgit Baltistan | Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Burushaski

Other language(s): English | Urdu | Hindi

ORGANISATIONAL SKILLS

Skills and Proficiencies:

- Good Command on MS Word, MS Excel, PowerPoint, Compucash and Point-of-Sale (POS).
- Clear verbal communication for assisting customers and collaborating with team members.
- Proficiency in handling cash and performing basic math calculations.
- Collaborating effectively with colleagues to enhance customer service.
- Flexibility to handle various tasks and changes in a fast-paced environment.