

Abdullah Khan

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Education

University of Nevada, Reno

Exp. Grad: May 2029

Major: Pre-Business Administration

Intermediate Certificate Examination

Graduated in Sept 2024

Rawalpindi, Punjab, Pakistan

Cadet College Kallar Kahar Secondary School Chakwal

Graduated in January 2023

Kallar Kahar, Punjab, Pakistan

Experience

Al- Latif Traders | Karachi, Sindh

Jan 2024 to June 2025

Bookkeeper/ Operations Assistant

- Maintained accurate records of wood inventory, tracking incoming and outgoing materials.
- Managed daily bookkeeping, including sales and supply logs.
- Helped with customer service and basic business operations.
- Gained hands-on experience in inventory control, record keeping, and small business management.

Assistant/ General Labourer

- Assisted with warehouse work, including loading/unloading and organizing goods.
- Supported retail and cashiering tasks like stocking shelves and handling transactions.
- Performed general cleaning and maintenance tasks in commercial and residential settings.

Skills

- Amazon FBA Wholesale.
- Helped coordinate wedding events by welcoming guests, serving food, and ensuring smooth guest experience.
- Experienced in cricket, soccer, track and field, basketball, badminton, table tennis, squash. Developed teamwork and leadership.
- Fluent in Urdu, Punjabi, Pashto, and English.

Reference

Muhammad Bilal Latif Khan CEO of AL-Latif Traders

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