* **C U R R I C U L U M V I T T A E**

# Kanwal

Kanwal.233883@2freemail.com

# To make solid contribution towards the organization I serve by bridging the gap between existing resources of the organization and its strategic financial objectives by adopting suitable strategies either on my own or as part of a management team with special emphasis on quality of service.

**Assistant Admin Officer (Sep-2012 to Feb-2015)**

**My main responsibilities are as;**

* **Preparing visa grant / refusal notifications.**
* **Visa labelling.**
* **Dealing with protocol officers.**
* **Attending calls from different sections for assistance.**
* **Attending calls from applicants for visa status.**
* **Dispatching visa to applicants via courier agency.**
* **Perform the Biometrics.**
* **Schedules the interviews**
* **Any others task given from Supervisor.**

**ERNST & YOUNG – CHARTERED ACCOUNTANTS, ISLAMABAD**

Assistant Admin Officer (Dec-2007 to Aug-2012)

My main responsibilities were;

* Front Desk Work.
* Handling office phone calls.
* Filing record of clients.
* Maintaining office record and attendance.
* Ticketing and making hotel reservations.
* Arrangement of external and internal meetings.
* Handling Fax and e-Mails

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# AREAS OF EXPERIENCES:

* **C U R R I C U L U M V I T T A E**

#### AVENIR TECHNOLOGOIES PVT LTD

Business Development Executive (Jan. 2006 to May 2006)

My main responsibilities were;

* Setting up meetings with clients.
* Documentation of Project Proposals.
* Preparation and deliverance of presentations.
* Conducting follow-ups of clients.
* Lead coordinator in all external and internal meetings.
* Any other task given by GM.

Office Secretary (Oct-2004 to Jan-2006)

My main responsibilities were;

* Reservations and Arrangements for Foreign Delegation and Clients.
* Designing time table of Delegation’s arrival till return.
* Business letter writing to clients.
* Maintaining file system of the HR department.
* Maintaining attendance record.
* Handling phone calls.
* Lead coordinator in all external and internal meetings.

**PI SIGMA TECHNOLOGIES**

Office Assistant (Jan-2004 to Sep-2004)

My main responsibilities were;

* Setting up meetings with clients.
* Front desk work.
* Attending customer calls.
* Booking, keeping, and billing management.
* Maintaining attendance record and generating reports

# AREAS OF EXPERIENCES:

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* **C U R R I C U L U M V I T T A E**

English, Urdu, Punjabi, Balti

Reading books, traveling, hiking, internet surfing, attending different Seminar/Conferences etc.

**Graduation - 2004 (Studied):**

University of Wah (Pakistan)

**HSSC - 2002:**

Federal Board Islamabad (Pakistan)

**SSC - 2000:**

 Federal Board Islamabad (Pakistan)

Ms Windows, Ms Excel, Ms Word, Ms Power Point, Software Installation, Iris, ICISE, Citrix, TRIM (in Australian High Commission). Typing English & Urdu, E-Mail Internet, etc .

Date of Birth: March 01, 1984

Marital status: Married

Nationality: Pakistani

**LANGUAGES:**

**INTRESTS:**

**ACADEMIC QUALIFICATION:**

# COMPUTER SKILLS:

**PERSONAL**