**Objective:**

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|  | To work in a progressive environment with better opportunities and career growth where I could interactively use my knowledge and professional experience and interpersonal skills.. |

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| **Work Experience** |
| **Job Title** | **Name of Organization** | **Department** | **From** | **To** |
|  |  |  |  |  |
| **Addministrater Assistant** | World Elctronix Gujrat  | Account | 20 Dec 2014 | 10 July 2015 |
|   |
| **Stock Controller&Cashier** | Hyperstar Markeet Lahore | Cashier | Feb 2014 | Dec 2014 |
| . Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area. |

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| **Education** |
| **Qualification** | **Name of Institution** | **Year**  | **Specialization** | **CGPA / Division/%** |
|  |  |  |  |  |
| **Computer****Course** | **Lahore Institute Of IT** | **6****Month** | **MS Exel****MS Word** | **Good** |
| **BA** | **University of Sargodha(UOS)** | **2014** | **Economics&****IR** | **58%** |
| I.C.S | B.I.S.E Lahore | 2012 | Math’Computer’Phy | 66% |
| Matriculation | B.I.S.E, Gujranwala | 2010 | Science | 77% |

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| **Duties** |
| * Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Raising of purchase orders and invoice tracking.
* Creating and modifying documents using Microsoft Office.
* Involvement in social media implementation.
* Updating, processing and filing of all documents.
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| **Computer Skills** |
| * Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Excellent working knowledge of Microsoft Excel.
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| **Personal Profile** |
| ***Marital Status:*** Single ***Date of Birth:*** 02/04/1992 |  |  |
| Well versed in English, Urdu and Punjabi |
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| **Awards & Achievements** |
|  Awarded a laptop from Chief minister of Punjab on Good Academic performance |
|  Certified Athlete in Cricket at annual sports gala 2013 held by University of Sargodha.  |
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|  C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg**Gulfjobseeker.com CV No:** **1490454** |