**Objective:**

|  |  |
| --- | --- |
|  | 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.  . |

|  |  |
| --- | --- |
| **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. | | | | | |

|  |
| --- |
| **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% |

|  |
| --- |
| **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. | |
|  | |

|  |
| --- |
| **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. |

|  |  |
| --- | --- |
| **Personal Profile** | |
| ***Marital Status:*** Single  ***Date of Birth:*** 02/04/1992 |  | |  |
| Well versed in English, Urdu and Punjabi | | | |
|  | | | |

|  |
| --- |
| **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. |
|  |
|  |
| C:\Users\Khushali\Documents\OMessenger\Received files\CV_Preview_Logo.jpg  **Gulfjobseeker.com CV No:** **1490454** |