**First Name of Application CV No 137304**

Whatsapp Mobile: +971504753686



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***SEEKING FOR ADMINISTRATOR / SECRETARIAL & OFFICE POST***

***PRESONAL PROFILE***

Hardworking, punctual and responsible with an articulate and outgoing personality. An individual who adapts well to new situation and has consistently worked effectively as a team member in a challenging environment where, I can prove my abilities and utilize my knowledge for the best interest of the organization.

***KEY SKILLS***

* Able to develop good working relationship with others quickly and easily.
* Organizing and planning has been central to most of my duties.
* Effective time management, self-discipline and the ability to work under pressure has enabled good academic achievement while juggling work with study.
* Excellent communication skills

***EDUCATION***

* **BBA** (HON”S) Abdul Wali Khan University Mardan Pakistan.

First Division (2013)

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* **H.S.S.C.** (Science) Takht Bhai Government College Mardan Pakistan.

First Division. (2009)

* **S.S.C**: Hira Public School Takht Bhai Mardan Pakistan.

First Division (2007).

***WORK HISTORY***

* Working as Labor Supervisor at **Ocean Waves Garden Equipment LLC Dubai** from 1st November 2015 till Present.
* Worked in **SAIBAN Development Organization Pakistan** as **Community Mobilizer** from May 2012 to January 2015.
* Worked as Area Distributer for Karahi Cooking Oil LLC Pakistan for two years January 2010 to January 2012.

***COMPUTER KNOWLEDGE***

* *Microsoft Word*
* *Microsoft Excel*
* *Power Point*
* *Internet*

***LANGUAGES:***

* **Urdu**  Excellent in Writing and speaking
* **English** Excellent in writing and speaking.
* **Pushto**  Excellent in speaking.
* **Punjabi** Excellent in speaking.
* **Hindi** Excellent in speaking.

***EXTRACURICULAR ACTIVITIES***

Foot ball, Hunting, Traveling.

***PERSONAL DETAILS***

Nationality: Pakistani

Religion: Islam

D.O.B: 10 April 1991

Marital status: Single