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| **AREAS OF EXPERTISE**   * Essentials of Management * Management information System * Business finance * Texation Management * Sociology of Health and   Medicine   * Social work * Sociology of Development * Sociological Theory * NGO Management * Demography * Sociology of Human Rights * Social research Methods * **LANGUAGES** * English * Urdu * Hindi * Punjabi   **COMPUTERSKILLS**   * Microsoft Word * Microsoft Excel * Microsoft Power Point * Internet Browsing * Typing * Email | **First Name of Application CV No 1641396**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>  **SUMMARY**  Seeking a challenging work environment to apply my intelligence, knowledge & hard working abilities to achieve organizational goals and objectives with a willingness to form long term relations with that organization.  **CAREER HISTORY**  **University of Gujrat**  Events management  **Core Responsibilities:**   * Seek to understand the perspectives of each person on your team. * Listen with a genuine effort to understand. Even the slightest mock or insult will leave a long-term scar. * Mutually identify action steps for each employee to help them succeed. Mutual means that you both have input. * Check in / inquire on a regular basis for follow-up and to provide any friendly advice or additional help.   **Noor High School Gujranwala**  Administration  [1 YEARS]  **Core Responsibilities:**   * Provide full admin support to the team and department * Perform data-entry, documentation, printing and filling duties * Maintain a proper and user friendly filling and document control system for recording * and tracking of all documents * Support the officers in daily admin roles and to keep stock of stationary supplies for the department * Put up purchase requests for all approved purchases for the necessary approvals and * verify invoices for the raised purchases upon delivery of goods and services. * Create and maintain useful databases for the department * Perform some research duties as and when required by the team * Assist the Dept head to maintain a proper attendance and tracking report for the Dept.   **ACADEMIC QUALIFICATION**  **Unicersity of the Punjab – Pakistan**  Post Graduate Diploma in Business Management (2014-2015)  **University of Gujrat - Pakistan**  BS[HONS] in Sociology [2009-2013]  **COMPETENCIES AND SKILLS**   |  |  |  | | --- | --- | --- | | * Stress Management | * Supervising | * Team work | | * Time management | * Client assessment | * Reporting | | * Problem solving | * Risk assessment | * IT skills |  * Excellent Typing Speed |