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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.gifTo 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**

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| * Stress Management
 | * Supervising
 | * Team work
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| * Time management
 | * Client assessment
 | * Reporting
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| * Problem solving
 | * Risk assessment
 | * IT skills
 |

* Excellent Typing Speed
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