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|  | **🞂SHAHERYAR ARSHAD** |  |

Career Objective

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals. Outstanding problem solver in high-pressure atmosphere; consistently maintained a professional and concerned manner. A high-energy, enthusiastic and dependable individual who excel in challenging and competitive environments. A loyal, team-spirited individual, able to effectively gain confidence of people. A quick learner who enjoys keeping current with new developments.

Experience

**Administrative assistant in (Al-Shifa hospital Islamabad Pakistan).**

**1-year**

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies

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| EducationMBA (Master in Business Administration)-Majors: MarketingSZABIST Islamabad, Pakistan 2014-2016BBA(Bachelor in Business Administration) Majors: Human Resource Management COMSATS Institute of Science & Technology, Abbottabad Pakistan HSSC (Higher Secondary School Certificate)Majors: Science KHYBER College Nowshera, Pakistan 2008-2010SSC (Secondary School Certificate)Majors: ScienceArmy Public School Nowshera Pakistan 2007Computer Skills* MS Office
* Computer Hardware & Software

Languages * English
* Urdu

Achievement * Successfully organized 2 day’s workshop on the topic of “AD-VENTURE”

Personal InformationGender: **Male**Marital Status: **Single**Religion: **Islam****Job Seeker First Name / CV No: 1835898**[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)New_logo.gif |  |