|  |  |  |
| --- | --- | --- |
|  | **🞂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

|  |  |
| --- | --- |
| Education  MBA (Master in Business Administration)-  Majors: Marketing  SZABIST Islamabad, Pakistan 2014-2016  BBA(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 2008-2010  SSC (Secondary School Certificate)  Majors: Science  Army Public School Nowshera Pakistan 2007  Computer Skills   * MS Office * Computer Hardware & Software   Languages   * English * Urdu   Achievement   * Successfully organized 2 day’s workshop on the topic of “AD-VENTURE”   Personal Information  Gender: **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 |  |