

Contact HR Consultant for CV No: 315520

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

***Objective****:**Seeking a challenging position in a progressive and dynamic organization, where my knowledge, skills &**work experiences could be utilized in the most productive, innovative & resourceful manner.*



***PERSONAL PROFILE:***

|  |  |  |
| --- | --- | --- |
| *Date of Birth* | *:* | *15th May, 1995* |
| *Nationality* | *:* | *PAKISTANI* |
| *Gender* | *:* | *Female* |
| *Marital Status* | *:* | *Single* |
| *Languages Known* | *:* | *English, Hindi, Urdu & Punjabi* |
| *Visa Status* | *:* | *Visit Visa* |
| *Joining* | *:* | *Immediate* |

***WORK EXPERIENCE****:*

|  |  |  |
| --- | --- | --- |
| *Organization* | *POSITION* | *DURATION* |
|  |  |  |
| *House Building Finance Corporation* | *Administrative Assistant* | *1st October 2014 to till date.* |
|  |  |  |

***PROFESSIONAL SUMMARY****:*

*Answer and direct phone calls.*

*Organize and schedule meetings and appointments.*

*Produce and distribute correspondence memos, letters, faxes and forms. Assist in preparation of regularly scheduled reports.*

*Develop and maintain a filling system. Submit and reconcile expense reports.*

*Receive and sort daily mail/ deliveries/couriers.*

***COMPUTER SKILLS:***

*Excellentwith Microsoft Office.(word,excel,powerpoint,outlook) Internet Browsing.*

*Web Designing. Networking.*

***QUALIFICATIONS:***

|  |  |  |
| --- | --- | --- |
| *DEGREES* | *SUBJECTS* | *YEAR* |
| *BSC* | *Zoology, Botany, Chemistry* | *2016* |
| *FSC* | *Biology, Physics, Chemistry* | *2014* |
| *Matriculation* | *Science* | *2012* |

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