**CURRICULUM VITAE **

SHEHZAD

SHEHZAD.337134@2freemail.com

**CAREER OBJECTIVE**

To work in an organization where there is exclusive environment, healthy competition and ample prospects of professional growth. Where I am exposed to all types of work fields, can enhance my knowledge and broaden my experience to the maximum. In short I just want to be the active part of development.

**STRENGTH & SKILLS**

* Fast learner willing to shoulder challenges and responsibilities.
* Maintain confidentiality while handling departmental related activities.
* Strong verbal and personal communication skills.
* Self motivated, initiative, high level of energy.

**WORK EXPERIENCE**

* **Worked as Site Engineer in Creative + Karkon Company–Pakistan.**

**(2013 to 2015)**

* **Worked as Auto Cad Draughtsman in Brains College of Peshawar kpk-Pakistan (2012-2012)**
* **Worked as Manager In Khyber Hotel-Pakistan (2015-2016)**
* **JOB PROFILE**
* Acknowledged for strengthening relationships with Banks, Auditors, Consultants, and senior management of company by maintaining relationships, fund raising and stabilization of processes.
* Excellence in coordinating with external agencies for techno-commercial negotiations, preparation of contract documents, renewals, cost estimates, claims and so on
* An effective leader with excellent communication, negotiation and relationship building skills
* Reviewed the sales and cost tariffs and made necessary changes to be competitive in the market
* Automated the preparation of 10 reports using Spread Sheet that had previously required 6 hours of effort per week
* Liaised with management on daily/weekly basis the financial position of the company and to suggested suitable action plan
* Collaborated with the senior management in identifying balance sheet risks; represented the Financial Controller, achieved savings of US$ 100 Thousand
* Improved the timeliness of month-end financial reporting from approximately 20 to 10 days
* Initiated an income and expense flux analysis for the first working day of the month that provided for early identification and correction of posting errors; these efforts contributed to accelerating the month-end close to the Tenth calendar day of every month

**ACADEMIC QUALIFICATION**

* DAE CIVIL -ASSOCIATE ENGINEER (2011-2014)…**GPA 78% A grade.**
* MATRIC – Open Cast mining and Quarrying – CESECO (2010-2011)…**GPA 70% B grade**

**COMPUTER SKILLS**

* Auto Cad (3d)
* Typing ( 30 WPM)
* Eagle Point
* Installation of Various Software and Hardware Trouble Shooting
* Internet Surfing
* M.S. Windows XP 7,8
* M.S Word
* M.S Excel
* M.S Access

**Filed of Interests**

* Civil Engineer + Surveyor
* Airport Management & Staff
* Hospitality

**LANGUAGES KNOWN**

* English (Speaking, Listening, Reading & Writing)
* Urdu (Speaking, Listening , Reading, Writing)
* Hindi (Speaking, Listening)

**HOBBIES & INTREST**

* Playing Cricket
* Browsing Internet
* Maintain Good Relation with others
* Gym

**PASSPORT DETAILS**

* Date of Issue : 11/11/2015
* Date of expiry : 09/11/2020
* Place of Issue : PAKISTAN

**PERSONAL INFORMATION**

* Date of Birth : 15/03/1995
* Gender : Male
* Nationality : Pakistan
* Marital status : Single

**DECLARATION**

I hereby declare that the above entries given are true and correct to the best of my knowledge and belief