

Contact HR Consultant for CV No: 340241

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**OBJECTIVE**

To join a professional organization to enhance the professional expertise so I can be able to play an active part in the growth and development of the department.

Responsible for overseeing the day to day operations of the team, distributing the workload evenly amongst staff and making sure motivation and performance levels are maintained.

I have four years of operational team leader experience.

**Academic Qualification:**

**Bachelor’s:** (2013) University of The Punjab Lahore.

**Intermediate:** (2011) Board of Intermediate & Secondary Education Lahore.

**Matric:** (2009) Board of Intermediate & Secondary Education Lahore.

**Computer Skills:**

Microsoft Word

Inpage

Mathtype

Internet Browsing

Typing Speed English and Urdu 40 Word Per Minute

Language Skill

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill Level** | **Writing** | **Listening** | **Speaking** |
| English | Well | Well | Well |
| Urdu | Excellent | Excellent | Excellent |
| Punjabi | Excellent | Excellent | Excellent |

**Experience:**

* 3 year Work in National Newspaper of Pakistan, Daily "Nai Baat" as Personal Assistant to Group Editor, Supervisory and Administration matters is also including in my services, because I’m a good team leader.
* 1 year Work with Private Books Publishers as composer & Editor (English & Urdu Books).
* 1 year work in Private Academy as a Facility Manager, treated friendly with staff, Maintain office files, and help in preparing notes including in my duties.
* 6 month work in Private computer collage as Admin Manager & Supervisor, Lead the team of office assistant & Helpers.

**Hobbies:** News Paper Reading, Watch News Channels & Talk Shows.

**Reference:** Will be furnished on demand.