**CURRICULUM VITAE**

KASHIF

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**OBJECTIVE**

A reliable, trustworthy having multiple experience is able to multi-task, handle pressure, work as part of a team and most importantly inspire customers to make a purchase. With infectious enthusiasm and an inspirational style, I have extensive experience of the retail and customer service industry to develop superb organizational, problem solving and sales skills. I am exceptional person who can explore new territories and push existing limits in the search for sales.

Currently looking for a suitable opportunity with a company that will not only challenge me professionally but also allow me to develop my knowledge & potential further.

**WORK EXPERIENCE**

**Designation: Document Controller**

**Organization: Kamran & Adnan Enterprises**

**Tenure: Feb-2013 to Sep-2016**

**Job Description:**

* Perform secretarial and administrative work
* Proof reading for documents before data entering into software
* Maintain the record of documents
* Answering the incoming phone calls
* Respond to administration calls when needed
* Maintain the calendar appointments for meetings and reports
* Prepares reports by collecting, analyzing, and summarizing information.
* Process the incoming and outgoing deliveries
* Perform reception duties when needed
* Using office equipments to complete the tasks of clients
* Perform the back office processing when needed
* Work under pressure, team work
* Organize Calendar for meetings
* Email, faxing, filing
* Perform some other duties assign by the manager.

PERSONAL SKILLS (Key skills, knowledge and strength)

* **Presentation:** Excellent Presentation Skills, Verbal and Written Skills Developed during My Job.
* **Communication:** Being able to listen/talk to people in a constructive manner.
* **Interpersonal:** Personable and engaging, and can inspire other co-workers and work well in a team.
* **Analytical:** Being able to give meaning to data, analyses information.
* **Problem-solving:** Being able to offer solutions to problems.
* **Teamwork:** Being able to work with other people to achieve a common goal.
* **Leadership:** Being able to take responsibility, lead/mentor others, etc.
* **Organization:** Being able to meet deadlines, plan and schedule tasks, etc.
* **Research:** Ability to think critically, analyze situations from multiple viewpoints and researchmatters to define key issues.
* **Adaptability:** Capable of working in a fast-paced environment and can adapt to various situationsprioritizing multiple work assignments simultaneously.

COMPUTER SKILLS

EDUCATION

* LANGUAGE: English: Intermediate Arabic: Basic Urdu & Punjabi: Native Languages
* ACADEMIC:

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| **Degree** | **Institute** | **Year** |
| Bachelor in Computer Science | Mirpur University of Science & Technology | May, 2014 |
| Intermediate Computer Science | Govt. Boys Degree College Mirpur AK | 2009 |
| High School | Air Public High School, Sialkot | 2007 |

* OTHER PROFESSIONAL CERTIFICATES
* English Typing 65 w.p.m (Institute of IT & Vocational)
* AutoCAD 2D, 3D (Infaaq IT Centre, Mirpur AK)
* Familiar with Mac operating and Windows 10, 8.1, 8, 7, XP and 98 Systems.
* Proficient in the use of Advanced Microsoft Office. (Word, Excel)
* Knowledge of Computer Hardware and software.
* Excellent Typing speed. (English & Arabic)
* Familiar with email systems. (e.g. outlook, gmail, yahoo)
* Excellent Computer and Internet Skills.
* Familiar with data entry Softwares.