**MIAN**

[**Mian.352150@2freemail.com**](mailto:Mian.352150@2freemail.com)

**Career Objective**

Looking for a position in XYZ Inc. where my exceptional ability to prioritize, organize, and effectively communicate with all levels of staff will be valuable in providing outstanding administrative support to the company’s management personnel.

**Career Summary**

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| --- | --- |
| **January 2016 to June 2016** | **Assistant Admin/HR**  **Rehan Can Pvt.Ltd** |

**Job Description:**

I worked under the supervision of HR manager and performed payrolls and timekeeping functions. My task also include essential recruitment, posting jobs opening, reviewing resumes, calling candidates and scheduling interviews.

**Education**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **Degree / Certificate** | **Institute** | **Duration** | | BBA(Hons) | University of Central Punjab, Lahore, Pakistan | 2013 – 2017 | | I.C.S | Govt. Islamia Degree College, Narowal | 2010-2012 | | Matriculation | The Pakistan Foundation High School, Narowal | 2009-2010 | |

**Computer Skills**

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| **Sr.** | **Skills and Abilities** | **Proficiency Level** |
| 1 | MS Excel | Excellent |
| 2 | Outlook Express | Average |
| 3 | MS Word | Excellent |
| 4 | MS Power Point | Excellent |

**Strengths**

* Confident, Hard-working and Self-motivated.
* Good interpersonal, Presentation and Communication Skills.
* Fully devoted to myself.
* Excellent spirit of working as a group member.
* Flexibility in nature and physically vigorous, talkative, easily adopted by the environment.

**References**

All character References will be furnished on demand.