Name : **Hassan**

Email : Hassan.355477@2freemail.com

Personal Information

Birth Date : 12th August 1989

Gender : Male

Nationality : Pakistani

Current Status : Student of Master of

Arts (International

Relations) at Leeds Beckett University

Employment Status : Unemployed

Marital Status : Single

Professional Overview

Worked as an assistant general manager with a local well reputed company “ALFALAH INTERNATIONAL “in Pakistan from 2014 to 2015. Committed and motivated administrative assistant with exceptional customer service and decision making skill strong work ethic. Professional demeanor and great initiative.

Core Qualifications

* Excellent administration, communication and customer oriented skill
* Best knowledge of computer use
* Performing multi tasking such as filing, developing, spread sheets, faxing reports, photo copying collateral and scanning documents for inter office use
* Maintaining status reports, calendaring and planning all meetings and travels for CEO.

Education

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| --- | --- | --- |
| Particulars | Institute | Year |
| * Master of Arts (International relations) result awaiting
* Master of Arts (History)
* Bachelor of Arts (History, English literature)
* Intermediate
* GCE ordinary level (O-Level)
 | Leeds Beckett UniversityGomal University D.I.KhanGomal University D.I.KhanQurtoba College D.I.KhanThe City School | 20162013201120082006 |

Extra Curricular Activities

In student life highly participated in all kind of social work and remained member as volunteer in many NGO’s.

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| --- | --- |
| * Earthquake in Kashmir help for IDPs during Swat Operation. Help for IDPs during Waziristan Operation. Help Afghan Mohajreen in Time of need.
* Each year help the flood victims during flood time and also did a creative job in very backward areas of my country Pakistan.
* Favorite hobby is computer gaming remained member of Softec volunteer GENX going competitions.
 | * Fund raising caravans containing food, water, medicine and every day need things.
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Languages

|  |  |
| --- | --- |
| * English
* Urdu
* Pashto
* Punjabi
 | ExpertExpertMother languageFrequent |