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**Azmat**

**Azmat.363068@2freemail.com**

***Objective:***

Seeking a position to utilize my skills and abilities in a competitive, dynamic and progressive organization that offers professional growth while being resourceful, innovative and flexible.

***Academic Records:***

* **B.A** (Bachelor of Arts) University of Malakand, Pakistan (2009)
* **F.A** (Humanities / Faculty of Arts) B.I.S.E Karachi, Pakistan (2005)
* **S.S.C** B.I.S.E Swat , Pakistan (2003)

***Experience:***

1. **I am serving as an Administrative Supervisor** from 1st March 2016 to till date in Aden Passenger Transport L.L.C Dubai. With following duties & responsibilities.
* Responsible to check and update the transportation schedule and coordinate with coordinator and clients on time.
* Responsible to check the driver’s activeness, uniforms and buses hygienity with sudden visit on the duty locations.
* Responsible to check the drivers timesheet to reduce the over time of the drivers.
* To make sure that all the invoice for the entire project prepared and submitted on time.
* Preparing vehicles insurance.
* Renewal of vehicle registration online.
* Performing day to day transportation arrangements and other activities.
* Responsible to keep record of invoices, maintenance, fuel bills and other entries in the system and manual.
* Responsible to collect cheque from clients, and deposit in company account.
* Maintaining of office expenses and making monthly reports.

1. **I am served as an Office Assistant** from 1st Sep.2013 to 25 Feb 2016 with University of Lahore (Islamabad Campus) Islamabad 4000, Pakistan, with following duties & key responsibilities:
* To assist Admin Section & Vice Chancellor,
* Transport incharge.
* Other administrative responsiblities including attendance records of all Faculties.
1. **Served as an Office Assistant** from 1st Aug. 2012 to 31 July 2013 with Tehreek-e-Tahaffuz Pakistan Islamabad Pakistan, by
* Organizing press conferences via media.
* Keeping up-to-date records of every active members of the party.

***Computer skills:***

1. **Diploma in Information Technology** (D.I.T) from **Father Institute of Management**, Karachi. (2006-07).
2. MS Office from **I-Net Technologies,** Karachi (2003).

**\*Apply for Any Suitable Vacancy\***