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| **[ABDULLAH** **UAE.** E-mail: Abdullah.374680@2freemail.com  |  |

**CAREER OBJECTIVE**

Seeking a challenging position in an organization with professional working environment which will require me to utilize my skills and abilities to ensure the organization's success and provides opportunity for my professional growth. To seek up-to-date knowledge & gain practical experience for today’s competitive environment and apply to the best of my skill.

**CORE QUALITIES**

* Superior administration abilities
* Strong clerical and office management skills
* Exceptional presentation and organization abilities
* Excellent proficiency with MS Office applications including Excel Word Access and PowerPoint
* Sound written and oral communication skills
* Quick Learner

**academic education**

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| **Sr.**  | **Certification / Degree**  |  Institution / University  | **Specialization / Major**  | **Passing Year** |
| 1 | Bachelors of Science  |  University of Management and Technology Lahore | Computer Science | 2017 |
| 2 | Faculty of Science  |  District Public College Okara | Pre Engineering | 2015 |
| 3 | Matriculation |  District Public School Okara | Science  | 2013 |

**PERSONAL ACHIEVEMENTS & EXPERIENCES**

* Gold medalist in matriculation with 92% of marks
* High Achiever in Faculty of Science With 76% of marks
* Current CGPA of 2.9 in University
* International Spelling Bee Provincial Participant (2012)
* School Football Team Captain
* Lived In Jeddah, Saudi Arabia for 6 Years
* Brilliant Communication Skills and vast Vocabulary

**work experience details** *(most recent on the top)*

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|  | ***Macintosh HD:Users:Muhammad:Downloads:10614386_1456370771300442_6208723827445910208_n.jpg Uni – Tech College of management and technology - (pakistan)*** |
| Organization Type : | Educational Institution |
| Designation : | **Admin officer** |
| Tenure :  | May 2016 to November 2017 |
| Reporting to : | Director |
| Responsibility : | * Organizing and servicing committee and academic board meetings (producing agendas, taking minutes etc.)
* Preparing statistics and handling data, such as attendance figures
* Processing invoices and Bills
* Purchasing equipment/other goods for college
* Liaising with potential students, other institutions, government departments and external organizations
* Helping with course approval and evaluation activities
* Formulating and implementing regulations/policies
* Timetabling and planning events
* Manages the Office of the Director.
* Manage office supplies stock and place orders
* Prepare regular reports on expenses and office budgets
* Book meeting rooms as required
* Schedule in-house and external events
* Participates in and assists with the recruitment of staff
* Inspecting all laboratory equipment
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**computer skills and other abilities**

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| **Sr.** | **Skills & Abilities**  | **Proficiency Level** | **Last Used / Practiced**  |
| 1 | Experience of various soft wares (Including Photoshop cc, Visual Studio, Turbo C++, Code Blocks ) | Good | Currently Using  |
| 2 | MS Office (Word, Excel, Power Point) | Excellent | Currently Using |
| 3 | Presentation Skills | Excellent | Currently Using |
| 4 | Internet and E mail | Excellent  | Currently Using |

**Co-curricular / Leisure Activities**

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| **Description of Activities**  |
| Reading Books, Watching TV, Playing Cricket, Surfing internet |

**personal information**

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| --- | --- |
| Marital Status : | Single |
| Date of Birth : | Jan 25, 1997 |
| CNIC No. : | 35302-4588047-1 |
| Religion :  | Islam |
| Nationality : | Pakistani |
| Language Competency :  | English (Proficient)Urdu (Native)Arabic PreliminaryHindi (Proficient) |

**References**

**References can be furnished on request.**