

***CV***

Personal Information

##

**WASIM AFZAL**

**Father Name** : Ifzal Medhi

**C.N.I.C No** : 37405-1979989-5

**Date of Birth** : 02-09-1983

**Mailing Address** : House # 12, St # 08, Munawar Colony Adyala Road Rawalpindi.

**Residence Phone No** : 051- 5948418

**Cell No** : 0333-3837333

**Driving License** : 56433/11

**E-mail Address** : wasimifzal@gmail.com

|  |
| --- |
| Objective |
|  | **To work in a reputed organization, where I can utilize my skills and abilities for the benefit of my employer through my communication and entrepreneurial skills.** |

Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.no | Degree/Diploma/Certificate | Institution /College | Board | Subjects |
| 1 | MATRIC | F.G Sir Syed boys Sec School Rwp Cantt. | Federal Board | Science |
| 2 | ICS | Raees-ul-arhar College of Commerce Rwp  | RawalpindiBoard | Math , Stats , Computer. |
|  | BLIS  | Allama Iqbal Open University Islamabad.  | AIOU | Library Sciences |
| 4 | Computer Diploma | Punjab Vocational Training Institute Near Mareer Bridge.Rwp  | Punjab Board | MS OfficeInternetEmail etc.  |

Work Experience

April 2005- May, 2006 Office Manager M/S Recent Construction Company

 Blue Area Islamabad.

June 2006 –till todate Office Manager M/S Nayyar Ali Dada & Associates

 Islamabad.

Technical

###### 08 - Months Computer Course from (PVTI) Punjab Vocational Training Institute Rawalpindi

###### 02 - Months On Job Training in Allied Bank of Pakistan Adyala Road Branch Rawalpindi.

Duties

###### Prepare all Correspondence letters.

###### Managing the phone calls, arranging travel arrangements for the managers, maintaining filing systems and typing and preparation of documents.

###### Provide the highest level of administrative, editorial and secretarial support.

###### Maintenance and oversight of files; management of calendars, coordinating travel schedules and arrangements.

######  Ensuring documents meet required quality standards.

###### Working knowledge of all records, policies, and publications.

###### Must understand and assist with the flow of confidential information.

Additional Skills

**Computer Skills**

* Proficient in the use of MS Windows
* MS Office, Internet, E.mail, Fax.
* Windows 95, 98, 2000, & Windows XP
* Typing Speed : 60WPM

**Interpersonal Skills**

* Effective communicational skills.
* Ability to work under pressures and as a part of a team.
* Interested in learning and personal development.

Interests and Hobbies

* Reading Good book’s
* Playing Cricket

|  |  |
| --- | --- |
| Languages | Fluent in Punjabi Urdu and English. |