

SHAHZAD

- ★ Khanewal city
- ★ 0315-6734254 (What's app)
- ★ shahzad205yt@gmail.com

Seeking an opportunity in a reputable organization where I can utilize my administrative, communication, computer, and problem-solving skills while gaining valuable professional experience. I aim to contribute to efficient operations, quality customer service, and organizational success while continuously developing my technical and professional skills.

EXPERIENCE

Administrative Assistant (Part-Time)

Duration: Few Months

Responsibilities:

- Managed office records and documentation.
- Performed data entry and maintained organized files.
- Assisted with administrative and clerical tasks.
- Handled customer inquiries and office communications.
- Supported daily office operations.
- Maintained accuracy and confidentiality of records.

EDUCATION

BS Information Technology (In Progress)

From Riphah International University
Current 4th semester

SKILLS

TECHNICAL SKILLS

- ★ Record Management
- ★ Canva design
- ★ Digital Documentation
- ★ Internet Research
- ★ Email Communication
- ★ HTML
- ★ CSS
- ★ Java Script
- ★ C++
- ★ *AI Productivity Tools*
- ★ *AI Research Tools*
- ★ *CCNA Networking(in progress)*
- ★ *Python (In progress)*

SOFT SKILLS

- Communication Skills
- Customer Service
- Attention to Detail
- Problem Solving
- Time Management
- Teamwork
- Adaptability
- Organizational Skills

LANGUAGES

- Urdu (Native)
- English (ADVANCE)
- Punjabi

