



# Sharjeel Ahmed Shaikh

Address : House No# A-28 , Row-Q , Sector- 16-A , Block-1 , Gulshan e kaneez fatima ,  
Scheme 33 Gulzar e Hijri Karachi.

E-mail: [sheikhsharjeel102@gmail.com](mailto:sheikhsharjeel102@gmail.com)

Mob #: 0332-3467767

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## Career Objective

A creative and inventive thinker, who craves a challenge and who is not afraid to work outside the comfort zone. Sharjeel is a motivated team player who consistently aims to push revenue expectations and exceed goals. He possesses superb communication skills and is someone who can build up rapport easily, open up clients, find out exactly what they need, and then present them with a wide range of services and solutions.

He wants to develop her career in a fast moving environment, and is currently looking for a suitable position with a company that values passion, positively, integrity and hard work

## Educational Qualifications:

- ❖ BSCS (Dadabhoy University).
- ❖ Intermediate (Bahria Foundation College) 2012.
- ❖ Matriculation ( Oxford Grammer School ) 2010.

## Professional Experience:

**Company** : Shaheen Shinwari  
**City** : Islamabad  
**Duration** : Jun 2016 Till March 2017  
**Designation** : Management Head

## Roles & Responsibilities:

- Lookafter all staff.
- Maintaining staff Monthly Attendance and Discipline.
- Maintaining all Staff Salary sheet.

**Company** : Aptech Computer Education  
**City** : Karachi  
**Duration** : Oct 2014 Till Jan 2015  
**Designation** : Career Counsellor (As a Internee)

## Roles & Responsibilities:

- Keep Updating Enquiries About Course and Career Path and Lookafter Students feeses.
- Maintaining Staff Monthly Attendance, discipline and coordinate in the office.
- Maintaining all Outgoing and Incoming call Correspondence.

**Company** : Cosmos Overseas Consultant  
**City** : Karachi  
**Duration** : Aug 2012 Till March 2013  
**Designation** : Student Relation Officer

**Roles & Responsibilities:**

- Giving knowledge to all the Clients about Admission.
- Making a data of all in and out clients.
- Maintaining all Outgoing and Incoming mail Correspondence.

**Company** : Ponds Pvt Ltd  
**City** : Karachi  
**Duration** : Jan 2011 Till Jun 2011  
**Designation** : Brand Ambassador

**Roles & Responsibilities:**

- Lookafter Main Stalls in Mall Activities and Keep Updating Manager.

**Computer Literacy:**

- Microsoft Office (MS Word, MS Excel, MS PowerPoint, MS Access).
- Well versed with internet and emailing.
- Remote Trouble Shooting.

**Personal Information:**

Date of birth : 12<sup>th</sup> Feb 1993  
Nationality : Pakistani  
Marital status : Single  
Father Name : Shaikh Muhammad (LATE)