‍‍**Munsoor Zafar** 

**Address: Islamabad, Pakistan   Mobile: 0336-5128011**    **Nationality: Pakistani EMAIL: zmunsoor@gmail.com LinkedIn: munsoor-zafar**

Objective

An enthusiastic & Creative MBA professional and a quick learner who can absorb change and is experienced in coordinating, planning and organizing a wide range of Administrative activities. An excellent team player with a proven ability to work proactively in a complex and busy office Environment.

Skills and Abilities

*Staffing & Recruiting Point of Sale*

*Coaching and Training QuickBooks*

*Email Marketing Negotiations Skills*

*SPSS Employee Relations*

*Microsoft Office Team Leader*

*Communication skills Marketing Research*

Education

|  |  |  |  |
| --- | --- | --- | --- |
| * ***Qualification*** | * ***Institute*** | * ***CGPA/Division*** | * ***Duration*** |
| * **MBA** | * PMAS-AAUR | * 3.62 | * 2012-2016 |
| * **B.com** | * University of the Punjab | * 2nd division | * 2010-2012 |

Experience

Hr Assistant | Desi Handi | Dec 2014-JAN 2016

* + Substantiates applicants' skills by administering and scoring tests.
  + Schedules examinations by coordinating appointments.
  + Welcomes new employees to the organization by conducting orientation.
  + Provides payroll information by collecting time and attendance records.

Internee | Pakistan Stock Excahnge | aug 2012-oct 2012

* Coordinating with Department manager and doing the tasks assigned to me by relevant authorities.
* Handling visitors and helping them in their queries.
* Helping in managing seminars and events held at PSE.

INTERESTS

Working in teams

Helping and motivating others

Coaching and Mentoring

**LANGUAGES**

English

Urdu

Punjabi

**References**

**Will be given on demand**