

## Abdullah Bhatti

70 – Al-hamra Town, Jan Muhammad road Lahore, 54850

LinkedIn: <https://www.linkedin.com/in/abdullah-bhatti-1345a7218>

Phone: 03174663121

Email: [L1F19BSEN0110@ucp.edu.pk](mailto:L1F19BSEN0110@ucp.edu.pk)

### EDUCATION

#### University of Central Punjab, Lahore

2019 – 2023

- Bachelors in English Literature and Linguistics (BSEN) 8<sup>th</sup> Semester Cont.

CGPA 3.02 on scale of 4.0

#### Punjab Group of Colleges

2017 – 2019

- Intermediate in FSc. (Pre-medical)

A grade

### WORK EXPERIENCE

#### East and West Travel and Tours for Dubai

September 2018 - September 2021

##### *Event Manager*

- 3 Years' experience as a personal secretary of the company's director along with that I managed all of the social media platforms of the company and received a certificate in managing things very well.
- Assisted the director in every meeting and managed to keep him aware of the market rates in order to cope with the expenses of the products being launched.

### LEADERSHIP ACTIVITIES

#### Event Manager, East and West Travel and Tours for Dubai

- Coordinated a team of 10 employees in order to attain good environment and meet the goal of our company during my job at Pan Pacific Private Limited.
- Directed activities and events.

### SKILLS AND INTERESTS

#### Management Skills

- Willing to work efficiently and effectively.
- Strong interpersonal communications and organizational skills.
- Capable of achieving immediate and long term goals and meeting operational deadlines.

#### Interpersonal Skills

- Self-motivated.
- Management skills.
- Responsibility.
- Ability to work in a competitive & dynamic environment.

#### Technical Skills

- Windows XP/7/8/10.
- Project management
- Proficient in MS Office i.e. MS Excel, Power Point, MS Word.

#### Language

- English, Urdu, Punjabi

#### Interests

- Reading opinion based philosophical books in order to understand the nature of reality and existence.
- Reading poems and short stories in English language to find amusement in them for myself.