

Abdullah Bhatti

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EDUCATION

University of Central Punjab, Lahore

2019 – 2023

- Bachelors in English Literature and Linguistics (BSEN) 8th 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.