

ZAYNAB SALEEM



SKILLS

- Management
- Communication
- Creative
- Handling visitors
- Maintaining and managing office Supplies
- Operating PABX, fax, scanner, photocopying
- Documentation
- MS office – Outlook, PowerPoint and Excel

ACTIVITIES

- Worked as Freelance volunteer for Event of Hum tv channel awards in 2018.
- worked as Freelance event organizer for Nestle Pakistan.

outgoing and highly personable sociology student with almost 4 years experience of Administrative Assistant, Driven to always be prepared to provide help to customers and co-workers. Seeking to broaden my skill set and leverage my Business aptitude.

WORK EXPERIENCE

• Office Coordinator (2022)

Currently working as office coordinator at Wild Venture Hotel And Resort

• FRONT DESK OFFICER (2021-2022)

Worked as FDO at Tufail Multichem PVT LTD.

• PROTOCOL OFFICER cum. Computer Operator (2019-2021)

Worked as Protocol officer Engro Energy Limited

• TEACHER 2017-2018

Worked as English and science visiting teacher at The academy

• STUDENT COUNSELOR/ TEACHER (2016)

Worked as Student counselor and English Teacher at The HarracksSchool for 3months

EDUCATION

• Bachelors in Arts

UNIVERSITY OF KARACHI

• Intermediate

PRE – MEDICAL – Allama Iqbal Govt Degree college

• Matriculation

Science – Brooks Grammar School

ACHIEVEMENTS

- worked as certified event organizer for cooperate events(Seminars) For OctaraTCS for 2years
- Certified GDS (Air ticketing) from Shaheen Aviation college in 2016.
- completed Internship for Mass Human Resource services in 2013