### Zeeshan Haidar

**Ares of Expertise**

*Office Management*

*Administrative Support*

*Minute taking*

*Report writing*

*Presentation*

*Diary management*

***PROFESSIONAL***

*NVQ (Level 2) Customer Care*

*CLAIT qualification*

*ECDL*

***PERSONAL SKILLS***

*Time Management*

*Proactive & Assertive*

*Flexible & Approachable*

**PERSONAL SUMMARY**

A highly competent, motivated and enthusiastic. Efficient and accurate Approachable, well presented and able to establish good working relationships with a range of different people possessing a proven ability to generate innovative ideas and solutions to problems. I love to learn, and always up to a challenge whatever the situations get along well with others, I am seeking a position where I can develop and excel while giving my best to an employer.

***KEY SKILLS AND COMPETENCIES***

***PERSONAL DETAIL***

*Father Name Shoukat Nisar*

*Home Address:*

*Distract Attock Tehsil*

*Pindi Gheb, Mohallah*

*Chasma, Khaur City*

***Punjab ( Pakistan)***

*M: 0092-03055424451*

*Email:Zeeshanhaidar570@gmail.com*

*DOB: 06/DEC/1997*

*Nationality: Pakistani*

*Marital Status: Single*

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Ability to type at least 45+ wpm
* ***ACADEMIC QUALIFICATIONS***
* DAE (Diploma Of  Associate Engineer In Mechanical ) (**PBTE**) Lahore

Matric (Science)

SSC Matric board Rawalpindi