

Adnan Mubashar
Toronto, Ontario
Cell:1 (437) 499-7665
Email: joyia.adnan@gmail.com

Work Experience:

Kicker Sports - Sialkot Pakistan
HR& Admin Assistant 2022- Sept 2024

- Processing payments
- Write and distribute email, faxes and forms
- Maintain office supplies
- Preparing invoices

Skylite Networks Private Limited – Islamabad Pakistan
HR Executive January 2019 - January 2021

- Payroll
- Processed Documents
- Fax and Emails
- Process Payments

Averox Private Limited —Islamabad Pakistan
Admin & HR Officer 2010 -2012

Pearl Consulting Private Limited - Islamabad Pakistan
Admin Officer 2007 - 2010

Skills:

- MICROSOFT OFFICE (10 years)
- TYPING (10 years)
- Hindi/Urdu
- English
- Administrative Experience
- Writing Skills
- Research

Education: High School and Some College - Pakistan

Reference available upon request.