

## Muhammad Shahzad

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### CAREER OBJECTIVE

Looking for a challenging position in a reputable company with a view to use my experience for the benefit of the organization.

### PROFESSIONAL EXPERIENCE

#### ADMIN OFFICER

#### PIONEERS ASSOCIATES ISLAMABAD

2021 – 2024

#### KEY RESPONSIBILITIES:

- As an efficient and dedicated realtor at Pioneers Associates in Islamabad. During my job I play vital role in delivering support in smooth functioning of the organization.
- As an experienced administrative officer at Pioneers Associate in Islamabad, I have dedicated the last four years to delivering exemplary support and contributing to the smooth functioning of the organization.
- Have encompassed overseeing daily office operations, managing schedules, coordinating meetings, and maintaining efficient communication channels. Additionally,
- Demonstrated proficiency in handling documentation, processing invoices, and ensuring compliance with company policies. With a keen eye for detail and a proactive approach, I have Consistently upheld a high standard of professionalism and played a pivotal role in fostering a productive work environment.
- Maintain relationship with all tenants to quickly and effortlessly solve their problems.
- Efficiently handled documentation and processing invoices and ensure compliance with company policies.
- Managed and prepared legal documents such as purchase and rental agreements.
- Designed marketing campaigns through the use of digital media and promotional items.

#### CUSTOMER SALES REPRESENTATIVE

2018

#### SINDIBAD THE LEADS, PAKISTAN

#### Key Responsibilities:

- Answer incoming calls and respond to customer's emails.
- Sell products and place customer orders in the computer system.
- Provide product and service information to customers.
- Research required information using available resources.
- Research, identify, and resolve customer complaints using applicable software.
- Process orders, forms, and application.
- Follow up customer calls where necessary.

**HR ASSISTANT**  
**2017 – 2018**  
**BANNU WOOLLEN MILLS LTD, PAKISTAN**

**Key Responsibilities:**

- Establish and maintain computer records, including recruitment files and tests, general files and Other information on sick leave, vacation pay, maintain confidential employee Information and records.
- Assist employees on processing their personnel loans.
- File documentation for the employees and maintaining all details of employees in the system.
- Responsible an effective reception service, and for administrative support to other staff.
- Keeping details of all petty cash expenses for Admin and HR related.
- Handled office cash receipts and petty cash drawer.
- Prepared company literature, documentation and expense reports.

**PROFESSIONAL SKILLS**

- Photography / Photoshop / Lightroom
- Videography / Adobe Premium Pro / CyberLink Power Director
- A fast learner, flexible, highly motivated, capable of operating independently or as a willing, supportive and creative member of a team.
- An outstanding verbal and written communicator with exceptional interpersonal skills, complementing the ability to build relationships across cultural boundaries.
- An innovative and logical thinker, with a sharp analytical mind and an eye for detail.
- Strong organisational and time management skills, able to prioritise multiple tasks and meet deadlines.

**EDUCATION HISTORY**

MBA	2019-2021
Bachelor Of Business Administration(Major)Human Resource Management University Of Science And Technology Bannu Pakistan	2012-2016

**SADDITIONAL INFORMATION**

**Computer Skills:** Basic computer configuration & Installation, Microsoft Office, Word, Excel, Power Point and Outlook.

**PROFESSIONAL INFORMATION**

- Nationality : Pakistani
- Age : 31 years
- Visa status : Residence