# Experience

* **Office Assistant/ Admin**

Subhan Trader, Lahore Nov 2018 to july 2020

* **Sales Manager**

 Etisalat Academy, U.A.E Jan 2015 To Aug 2018

* **Business Development Executive**

Al – Nujood Group, K.S.A Dec 2013 To Jan 2015

* **Office Assistant Planning and Development**

Eden Builders Limited,Lahore April 2011 TO Nov 2013

# Education

* Graduation University of the Punjab, Lahore. 2010
* Intermediate Board of Intermediate & Secondary Education, Lahore. 2008
* Matriculation (Science) Board of Intermediate& Secondary Education, Lahore 2005

# PROFESSIONAL DIMLOPMAS

* AUTO CAD (Civil) Govt. Technical Training Institute Lahore 2008

# References

References available on request



**OBJECTIVE**

Excellent organizational and administration skills, with experience in dealing with customers and high level workloads within strict deadlines, every organization looks for hardworking, honest and skillful workers. Surely they are asset to them I am adaptive to environment, now looking to start a new challenging career, within a customer facing, and self-motivational

**S/o :**

**AZIZ ALAM SHEIKH**

**DOB:**

05-02-1987

**Phone:**

+92-3035004510

**E-Mail:**

Shatif800@gmail.com

**Marital Status:**

Married

Additional Skills

* Project management
* Strong decision maker
* Complex problem solver
* Ms. Office
* Leadership Qualities
* Positive Attitude in Team Work

# Languages

Arabic – English – Urdu - Punjabi

ATIF AZIZ SKEIKH