

ishrat shahzad



Experience 14 years 9 mons
Current salary 50000
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Personal Information

Email	zamish242@hotmail.com	Date of birth	10th May, 1985
Contact No#	03125600242 , 03125600242	Gender	Male
CNIC #	37406-7632360-5	Domicile City	Rawalpindi
Country	Pakistan	City	Islamabad
Address	H.No/01 St: 05. Tariqabad Stop, Chatha Bakhtawer, Chak shehzad Islamabad		

Education

UNIVERSITY OF SARGODHA
BA INTERNATIONAL RELATION (349/800)
International Relations , English Literature , English
2017 - 2022

political science
english
math
etcccccccccc

DCA (99.00%)
2008 - 2008

DCA
IT
MS OFFICES

COMSATS INSTITUTE OF INFORMATION TECHNOLOGY
BS(CE)5TH SEMESTRE (66.00%)
2003 - 2007

it
database
devices
math
managment
IT
TROUBLSHHOTNG
NETWROKING

till 5th semester than had to leave after father death.

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION - FBISE
FSC (711/1100)
2001 - 2003

Experience

READ FOUNDATION
ADMIN & FRONT DESK ASSISTANT
2013 - Currently Working

Attend Calls, Recieve Mails ,Faxes & Handover this corresponding to Concerned Person and take Signature on Receiving
Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies. Then process bills by taking invoices and dispatch cheques to vendors

Maintained log of Generator and its fuel, same for drinking water
Pay utilities bills of Office and maintain their record.
Manage petty Cash for daily expenses
Manage Mess for staff about 70 persons and tea also
Maintain an effective asset tracking system for all READ Foundation assets.
Provide stock/asset information and tracking to the DM/GM Shared Services.
Manage repair and maintenance of office
Maintain and oversee solar power system and generator(s).
Provide seating arrangements for newly appointed staff.
Respond to department queries.
Book travel arrangements for Guests/Donors and Office Employees
Liaise with hotels/guest houses for stay of guests.
Arrange NOCs from relevant government departments of guests as required
Verify and process bills of accommodation used by official guests
Issue/receive staff vehicles/Stationery and office equipment to/from relevant staff as required.
Manage personal files of employees including job advertisement till confirmation letter
Data Management of Staff/trainings inter department coordination etc
Recruitment process of new staff-Time sheets for salary
NOC for international guests(making their details cvs for processing etc)
Hotel accommodation for guests

MARAITIUS HIGH COMMISSION
CLERICAL OFFICER/CONFIDENTIAL SECRETARY
2011 - Currently Working

I am working as Confidential Secretary to High Commissioner, attend delegates, other diplomats, attend meetings and all other things

FAFEN
HR ASSISTANT
2012 - 2013

Attend Calls, Receive Mails, Faxes & Handover this corresponding to Concerned Person and take Signature on Receiving
Make Calls, Dispatch Letters and Make their Record
Receive and facilitate Guests/Visitors
Maintain a log and manage schedule of meetings of core team.
Maintained the personal files of all the staff members and consultants and regularly updated the files with necessary information and documents
Timely delivery and management of all incoming and outgoing mails
Maintain the Time and Attendance of Staff.
Manage and maintain the documents of Leaves of Staff.
Provided assistance by printing, photocopying as well as drafting of letters
Weekly Travel and call Log Report and share to Admin Officer
Daily Attendance & Leave Management Report
Monthly Attendance Report so that we can do following work of Employees.
Managing petty cash and prepare monthly trail basis
Preparing and processing payments of vendors, staff and other suppliers
Preparing monthly salary pay rolls and transfer the salaries of the staff

DEWAN HHTARCEMENT INDUSTRY
COMPUTER NETWORK ASSISTANT
2007 - 2009

computer networking
troubleshooting etcccccccccccc

Skill

IT
Excellent
Last used -

SHORTHAND
Average
Last used -

MS OFFICES
Excellent
Last used -

References

Yousaf Ali
Admin Officer *at* Read Foundation (3 years)
Professional
yousaf.jyb137@gmail.com
00923320037137

Waqas Khan
Ex.mpa *at* Lalrukh Model School (15 years)
Professional
lalarukh2000@hotmail.com
3335604060

Walt Johan
Military Attache Of South Africa In Pakistan *at* South Africa High Commission (1 years)
Personal
waltjohan@hotmail.com
3008508685