



# SHAKEEL AHMAD AWAN

## CONTACT

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Badia Rusmat Khan G-12  
Islamabad, Pakistan

## PERSONAL INFORMATION

CNIC :- 61101-6679213-3  
DOB :- 01-08/1997  
Religion :- Islam  
Marital Status :- Single

## SKILLS

Windows Installation 7,8,10 and 11  
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MS Word, MS Excel  
■■■■■

Utility of internet & Email  
■■■■■

Foundamental of Computer Concept  
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## LANGUAGES

URDU ■■■■■

ENGLISH ■■■■

PUNJABI ■■■■■

## HOBBIES



Self-motivated and hardworking fresher seeking for an opportunity to work in a challenging environment to prove my skills and utilize my knowledge & intelligence in the growth of the organization.

## EDUCATION

<b>M.com</b>	2018-2021
Federal Urdu University of Arts, Science and Technology	
<b>B.com</b>	2014-2016
Quaid-e-Azam University Islamabad	
<b>I.com</b>	2013-2014
FBISE Islamabad	
<b>Matric</b>	2011-2013
FBISE Islamabad	

## EXPERIENCE

### CAPITAL DEVELOPMENT AUTHORITY WHO (NGO)

- Area Supervisor
- Company Location
- Islamabad G-9
- Start Date. Dec 2016 and 2024.

### Admin Department

#### SECP

- ✓ **Office Management:** Oversee daily operations, manage supplies, and ensure office equipment is functional.
- ✓ **Communication:** Handle phone calls, emails, and internal/external correspondence.
- ✓ **Document Management:** Organize files, prepare reports, and maintain records.
- ✓ **HR Support:** Assist with onboarding, employee records, and payroll tasks

### OTHER SKILLS

- Legal Knowledge
- Communication
- Analytical Thinking
- Research Skills

Reference: Will be furnished on demand.