



SHAKEEL AHMAD AWAN

CONTACT

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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



MS Word, MS Excel



Utility of internet & Email



Foundamental of Computer Concept



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

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