

CONTACT

×.

03115889601 03207827789

🖂 ahmadaliawan03@gmail.com

Badia Rusmat Khan G-12 Islamabad, Pakistan

PERSONAL INFORMATION

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

SKILLS

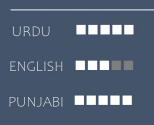
Windows Installation 7,8,10 and 11

MS Word, MS Excel

Utility of internet & Email

Foundamental of Computer Concept

LANGUAGES



HOBBIES





SHAKEEL AHMAD AWAN

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 AUTHORTY

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

Referance: Will be furnished on demand.