



Shan Bashir

OFFICE ASSISTANT &
RECEPTIONIST

Shan Bashir opens the line of communication between clients, customers, and businesses to get projects done. both public and private sectors, Shan has experience in management consultation, team building, professional development, strategic implementation, and company collaboration


Expert Skills

- Microsoft Word ● ● ● ● ●
- Microsoft Excel ● ● ● ● ●
- Microsoft PowerPoint ● ● ● ● ●

Contact

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Education History

FAIZ E AAM BOYS SECONDARY
SCHOOL KARAM DAD QURESHI

- Matriculation, 2013

PUNJAB ACADEMY MUZAFFARGARH

- Pre-Engineering President, 2015

Bahaudin Zakriya University Multan

- Bachelor in Physics, 2019

University of Engineering & Technology
Taxila

- Master in Material Physics,
started in 2020 still continue

Work Experience

FRONT DESK RECEPTIONIST

ALI TEXTILE MULTAN | 2015 - 2017

- Answer phone calls and emails from clients.
- Maintain calendars for the office and your coworkers.
- File important documents and keep them well organized.
- Perform any other clerical duties necessary to keep the office running.

OFFICE ASSISTANT

Kingdom Valley ISB | 2019 – 2021

- Overseeing clerical tasks, such as
- Sorting and sending mail.
- Prepared detailed reports
- Ensuring the office runs smoothly.