

Muhammad Shoaib

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Overview

Qualified with over 06 years of varied administrative work experience and proven ability to handle and manage office environment; possesses effective organizational skills in addition to willingness to work above and beyond the call of duty.

■ **Core Knowledge and Functional Skill Areas**

- In depth knowledge of Microsoft Office suites and internet telephone operations.
- Quick learner of new software applications.
- Typing - Ability to type 50-100 words per minute.
- Proficient in spelling and grammar in both English.
- Professional verbal/written communication skills.
- Primary teaching Certificate from Govt. Elementary College.
- English Language Course from Domino Language Centre.

■ **Personal Attribute:**

- Accuracy Excellent organizational skills.
- Confidentiality [Planning and Time management
- Initiative / Reliability
- Stress tolerance
- Customer-service orientation.
- Willingness to work in a flexible schedule and high workload.

■ **Qualifications:**

- Master in Business Administration (Marketing) from KASBIT Inst.
- Graduation in Commerce from University of Karachi

Work Experience /Background:

- Presently working for **Shaheed Zulfiqar Ali Bhutto (SZABIST)** as an Executive Development Officer in the EDC Department since November 08, 2021 to date.
- **JOB RESPONSIBILITIES:** □ Communicates with the potential employers for placements and internships opportunities and for the students in consultation with the Manager EDC. □ Undertakes the pre-recruitment activities like posting job/ internship opportunities, collecting and screening résumés as per company requirement for all open positions and maintaining record of placement facilitation □ Assists the Management in exploring placement opportunities through PR network, company websites, job portals, print and social media. □ Assist the Management in arranging on- campus recruitment drives and employer branding activities, including coordinating with the employer organizations and liaison with all concerned department.
- **College of Physicians & Surgeons of Pakistan** as a Senior Assistant in the DNRD Department since November 30, 2015 to 7th November 2021.

- **JOB RESPONSIBILITIES:** □ Corresponding emails, letter drafting, phone calls, record keeping and all administrative assistance for the department. □ Distribution & Dispatching of office mails □ looking after the registration cases of CPSP trainees. □ attending to the Reception board in the absence of Receptionist.
- **City Pharma Distribution** 2011 to November 2015 as Data Entry Officer.
- **JOB RESPONSIBILITIES:** □ Typing Letters □ Filing and follow up of routine matters on daily basis □ Distribution & Dispatching of office mails □ Generating Sales and Purchase orders □ preparing monthly Sales Return Reports. □ Quarterly Sales Performance Reports Distribution.
- **PERSONAL INFORMATION:**

Father's Name: Abdul Sattar

Religion: Islam

Nationality: Pakistani

Marital Status: Single

N.I.C. Number: 42101-3227025-5

Reference: Will be furnished upon request