

SHAFaq AFZAAL



CAREER OBJECTIVE:

To contribute towards the growth and development of a dynamic organization offering opportunities as well as challenges for self-development. Perform given assignment with sincerity, dedication and to work in the best interest of an organization with the aim of learning and Continuous Professional Development (CPD).

A proactive and highly motivated professional with an ability to deliver timely and quality results. Aspiring for a challenge and responsibility in an organization where I can utilize knowledge and experience to contribute towards achieving organizational goals.

PROFESSIONAL EXPERIENCE:

Corporate Executive & Admin Coordinator Berger Paints Pakistan LTD. January 2021 – April 2022

Working and coordination with the Managing Director, the board, the senior management team, and other staff to:

1. Ensure statutory requirements are identified and met
2. Contribute to the overall development of company and its activities
3. Maintain and develop systems, procedures, and records in line with the organization's policies and objectives
4. Ensure necessary records are maintained that can readily provide current, accurate and accessible information
5. Work within the framework of corporate plan as directed by the Managing Director
6. Support the Managing Director in the preparation and presentation of reports, proposals, budgets, and related activities in servicing and developing contracts and relationships with stakeholders and partners
7. Making arrangements and bookings of MD's international and domestic trips

QUALIFICATIONS

MSc in Management
University of Glasgow
2012 – 2013

Bachelors in commerce (B.com Hons.)
University of Punjab
2007 – 2011

Intermediate in Commerce
Punjab College of Commerce
2005 – 2007

Matriculation
Queen Mary College
2003 – 2005

CERTIFICATES

- Management Skills for Administrative Professionals (PSTD)
- Leadership with International Experience, Scotland
- Post-Graduate Representative Training Glasgow University Students' Representative Council
- Management as a Performing Art - Smith Business School, Glasgow, Scotland
- Certificate of Commendation National Book Foundation Ministry of Education, Government of Pakistan



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Marketing Associate & CEO's Executive Assistant
Descon Oxychem Limited
Aug 2016 – Nov 2020

I assist with the planning and execution of marketing activities. Support the marketing department by carrying out daily tasks to keep the department functioning and facilitate the duties of the Marketing Managers. Prepare sales forecasting reports by monitoring competitors' marketing activities and to update customer's sales data on daily basis. It is a mission-driven, results-driven and community-oriented job.

Reporting directly to the CEO, as an Executive Assistant, I provide executive support in a one-on-one working relationship and serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office. Also assists as a liaison to the senior management teams; organizes and coordinates executive outreach and external relations efforts. I enjoy working under pressure at times to handle a wide variety of activities and confidential matters with discretion.

COMPETENCIES

- Problem Solver
- Decision Making
- Interpersonal skills.
- Planning & Delegation
- Hands on experience of Microsoft Office, ERP software, Oracle

PERSONAL SKILLS:

- INNOVATIVE
- CREATIVITY
- TECHNOLOGY

PROFESSIONAL SKILLS:

- LEADERSHIP
- TEAMWORK
- COMMUNICATION
- PROFESSIONALISM

Assistant Operations Manager
Impex Freight System
Feb 2014 – Jul 2016

Impex Freight System is a freight forwarding Company and operates as a facilitator of MNCs for their Import and Export. My responsibilities included:

- Preparation and compilation of import / export documents for customs clearance.
- Submission of original documents to clearing agent and bank to execute remittances.
- Record maintenance of Duty and Tax Remission Scheme (DTRE) and Rebate of Tetra Pak for exports to Afghanistan and Iran (packaging material by road).
- Track day to day shipments and maintenance of Pay Load sheet.



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Assistant Marketing Manager
Martin & Co.
Oct 2012 – Nov 2013

Martin & Co. is the largest property management franchise business in the UK, with a network of 192 offices. I worked there as Assistant Marketing Manager with Marketing Manager to help better market the business and sell the properties as quickly as possible with the help of different marketing tools like:

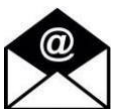
- Sharing advertisements on social media and different websites,
- Coordinating with lenders and investors,
- Printing brochures, pamphlets, and billboards on premier sides,
- Facilitate Purchase / Sale transaction

Internship
Muslim Commercial Bank (MCB)
2 months in 2011

I have worked in different departments, such as General Banking, Customer Service and the Credit department. Key responsibilities included issuance of cheque books, providing support in filling in forms, providing information to the clients and informing them on the status of their loan applications.

References:

References can be provided on request.



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