

Aqsa Asghar

Email: Aqsaasghar89@gmail.com

Contact Numbers: 92-332-5466332

Address: House # F-1995, Muhallah Rafi Road, Tariqabad , Rawalpindi

Objectives

I am a resolute candidate and looking for good opportunities, desiring to work with prestigious organizations in a professional atmosphere where I can excel, work smart and build warm working relationships with colleagues to get concrete outcomes for allocated tasks and professional success.

Experience

May 2018 | May 2019

Executive Officer

Gerry's International (Pvt) Ltd.

Tasks:

- Daily mail checking & maintain records.
- Verifying the Documents of Applicants applying to visit aboard and maintaining records of the documents.
- Verifying the NTN number.
- Verifying the attached bank statements.
- Verifying the employment details.
- Verifying the business sometimes employment detail from chambers.
- Verifying the enrollment of the students from school, college, universities applying to visit aboard. Verifying PMDC of the doctors.

March 2017 | December 2017

Office Assistant

Musaji Adam & Sons

Tasks:

- Greet visitors in a professional manner.
- Provide visitors with information and direct them accordingly.
- Answer phone calls and direct callers to the appropriate party.
- Process, sort, and route incoming and outgoing mail.
- Making Quotations & Tenders and maintaining records.
- Monitor and manage inventory of office supplies; order and distribute office supplies.

September 2016 | February 2017

CSD Assistant

Leopards Courier (Pvt) Ltd

Tasks:

- Provide visitors with information and direct them accordingly.
- Answer phone calls and direct callers to the appropriate party.
- Process, sort, and route incoming and outgoing mail.
- Received calls of customers and checked route and delivery time of consignments.
- Answering the emails of clients regarding their consignments and maintaining the records.
- Track the consignments of the clients.

January 2012 | May 2016

Receptionist

Rizwan Arcade (Pvt) Ltd

Tasks:

- Answer and direct phone calls in a polite and friendly manner.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have.
- Maintain reception area and all common areas in a clean and tidy manner at all times.

- Operate standard office equipment on a regular basis, including a fax machine, a copy machine, a scanning machine, and a computer as well.
- Keep detailed and accurate records of visitor requests and calls received.
- Receive deliveries, sort and distribute incoming mail.
- To Operate CCTV of DVR system cameras and Maintain records.
- To maintain the daily expense of running items. (kitchen & stationary).

Education

Bachelor of Arts (2012)

- Liberal Arts and Sciences/Liberal Studies from Allama Iqbal Open University Islamabad.

INTERMEDIATE (2010)

- Board Of Intermediate and Secondary Education Rawalpindi

Matric (2007)

- Board Of Intermediate and Secondary Education Rawalpindi

Skills

- Basic computer
- MS Word
- MS Excel
- Internet
- Scanning

PROFESSIONAL STRENGTHS

- Confident, Quick learner,
- Task-Oriented
- Team player
- Good communication skills

Interests

- Watching informative TV channels

- Sports, Cricket, Football
- Collecting stamps, postcards, and pens

CNIC: 37405-9508638-2

Father's Name: Muhammad Asghar

Marital Status: Single

Nationality: Pakistani

Religion: Islam