

CURRICULUM VITAE



Shahzeb Safdar

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Address: Street No. 10, House No.145, Ghouri Town, Phase 1, Islamabad.

Objective:

I am willing to give total support to the organization that I am in, with the experience and capability that I have, in order to achieve the organization's goals and create mutual benefits.

Qualification:

<u>Degree</u>	<u>Year of passing</u>	<u>Board/Institute</u>
BA (Social Science)	2016	University of the Punjab
I.C.S	2013	BISE Rawalpindi
Matriculation	2010	BISE Abbottabad

Personal Detail:

➤ Father's Name;	Safdar Hafeez Abbasi
➤ Date of Birth;	16/06/1994
➤ CNIC;	61101-1163492-5
➤ Marital Status;	Single
➤ Domicile;	Abbottabad (KPK)
➤ Religion;	Islam

Computer Skills:

- Basic Computer Operator
- Window 8 & 10 installation
- Microsoft Office Document Imaging and Scanning – Advanced

Personal Competencies:

- Ability to work in a fast-paced environment to set deadlines
- Highly organized with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team
- Excellent communication skills and abilities to make others understand their own point of view.

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Professional Skills:

- MS Word
- MS Excel
- IN Page
- PowerPoint

Diploma:

- Life Skills Diploma By Dan Anderson.
- Virtual Assistant
- Transcription courses (China, English, Hungary, Portugal)

Experience:

- Working as **Customer Relation Officer & Administration** at Telecom Industries. (5 Years)
- Working as **Virtual Assistant** on **Upwork** and **Freelancer.com** (4 Years)
- Working As **Radio Jockey** in **FM World Pakistan**. (1 Year)
- Working as **Cabin Crew** at **Islamabad International Airport**. (Two Years)

Volunteer Work:

- I joined the **Akhwat** Organization and Work as a Teacher (Special Children.)

Language Skills:

- English
- Urdu
- Punjabi
- Hindko