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**Fazal e Haq**

289 Street # 7, G6, Islamabad

Contact No.: 051-1111111

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**Career Objective:**

Seeking a challenging position of Administrative Assistant with ABC Company where I will be able to utilize my clerical skills and customer service experience to maximize the efficiency.

**Educational Details:**

MBA Management and Finance

University of Punjab, Lahore

**Job Experience:**

2007-Present: Administrative Assistant, Ahmed Enterprises

2004-2007: Office Assistant. IT Services in Pakistan.

**Skills & Expertise:**

* Good Command in Micro Soft Office (MS Word, MS Excel, MS, PowerPoint and MS Outlook)
* Excellent verbal and written communication skills in English, Urdu & Punjabi.
* Proficient in scheduling organizing and planning.
* Adapted to meeting strict deadlines and Punctual.

**Professional Achievements**

* **Have 5 years of administrative assistance experience**
* **Implemented an e-mail scheme for a team for data transfer and faster communication.**

**References**

Will be furnished on Demand.