

# ZEESHAN PITAFI



**Phone**

+92333-3443009



**Web**

<https://thewriteredge.blogspot.com/>



**Email**

zspitafi@gmail.com



**Address**

H#55 Marvi Garden Jamshoro Road  
Qasimabad Hyderabad, Pakistan

## ABOUT ME

I had my Data Entry with over 6 weeks of experience, To insert data gathered from different sources into the company computer system for processing and administration, and be able to handle a lot of information that is frequently sensitive or secret.

## SKILLS

**Typing Speed**



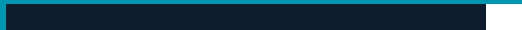
**Fast Learner**



**Creative Problem Solving**



**Public Speaking**



## LANGUAGE

- English
- Urdu
- Sindhi
- Saraiki (Mother tongue)

## REFERENCE

**Name:**

Atif Ali Memon Manager HR-  
Directorate of IBA CCs and  
School. Sukkur IBA University.

**Phone:**

071-5644057

**Email:**

atif.alimemon@iba-suk.edu.pk

## EDUCATION

- **Master of Business Administration**

Mehran University Institute of Science &  
Technology Development | 2020-present

- **Bachelor Of Business Administration**

National University of Modern Languages | 2015 -  
2019

## EXPERIENCE

PTCL | June-July 2019

### Human Resources Intern at PTCL Hyderabad Region

Assistant of HR manager, Hyderabad, Sindh

- Improve and Consolidate spreadsheets
- Check Source Documents Accuracy
- Sorted Employee Database
- Maintaining and Updating ongoing accounts
- Ensure all data on files received from the client our correct
- Review reports and create data visual.
- Developed strong written and verbal communication skills.
- Worked with the HR team to coordinate company events.
- Took messages and provided information about company processes, hours and requirements
- Completed human resource operational requirements by scheduling and assigning employees.
- Maintained relationships with personnel using strong collaboration and teamwork skills.