|  |  | **Gozeel Ali Khan Lodhi**  |
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| ProfileI can work in different challenging environments and can learn future trend. I want to become a part of your progressive organization that give scope to enhance my knowledge and skills.ContactPHONE:+923444005600 EMAIL:gozeelkhan727@gmail.com addressHouse no#CB-603 Railway Road Rahwali Gujranwala Cantt .HobbiesTravelingGaminglanguagesUrdu Native English Medium Punjabi Medium  |  | work experience**Capital tv** **June 2019- present**  **Assistant Manager Admin**  Maintaining physical and digital personnel records like employment contracts  Updating internal databases with new hire information Creating and distributing guidelines and FAQ documents about company policies Keep track of all operational reports, such as attendance and payroll. Perform any other task as assigned by the managementEDUCATION**University of Punjab** Graduation 2019Major: LLB University of Gujrat Graduation Bachelor in paralegal studies 2016Govt DC college Gakhar FA(arts) 2014FG PUBLIC SCHOOL GUJRANWALA CANTTMatric. 2012CERTIFICATIONS * Spoken English

**House of Knowledge** |
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