|  |  | **Gozeel Ali Khan Lodhi** |
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| Profile I 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. Contact PHONE:  +923444005600  EMAIL:  [gozeelkhan727@gmail.com](mailto:gozeelkhan727@gmail.com) address House no#CB-603 Railway Road Rahwali Gujranwala Cantt . Hobbies Traveling  Gaming languages Urdu 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 management EDUCATION **University of Punjab**  Graduation 2019  Major: LLB University of Gujrat Graduation  Bachelor in paralegal studies 2016 Govt DC college Gakhar FA(arts) 2014 FG PUBLIC SCHOOL GUJRANWALA CANTTMatric. 2012CERTIFICATIONS    * Spoken English   **House of Knowledge** |
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