



SHAMSHER

Administration and
internal Audit



About Me

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Chowk hujra shah muqem near
Abdul slam kanta

LANGUAGE

- English
- Urdu (basic)
- Punjabi (basic)

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

Admin officer

Haseeb Waqas group & company -
2016 - continue

- staff management
- budget management
- Recruitment

Internal Audit

Haseeb Waqas group & company-
2018- 2020

- invoice verification sales+purchase
- Purchasing inventory
- stock verification

EDUCATION

Bachelor of Art's
2019-2022

•Masters of Human resources
2023-continue

SKILLS SUMMARY

Administration 78 %

Project Management 81 %