



ASFANDYAR AHMAD

OFFICE ASSISTANT

PERSONAL SUMMARY

I am looking for an administrative-level position with a company or institution that offers me a consistently positive atmosphere to learn and develop the required skill so I can grow with the organization.

AREAS OF FOCUS

- MS Office
- Marketing and Advertising
- In-Page
- Strategic Planning
- Team Facilitation
- Shorthand
- Composing papers

WAYS TO REACH ME

- Email: asfandi723@gmail.com
- Phone: +92-314-9159-816
- Address: Gulbahar No : 4, Peshawar
- D.O.B: 10-7-1993

CERTIFICATES

- Sales & Marketing from IMSciences University of Peshawar.
- Hotel Management from IMSciences University of Peshawar.
- Spoken English language course from the University of spoken English and computer science
- Microsoft Office from S.D.C Peshawar

ACHIEVEMENTS

- Financial literacy training program from National Financial literacy program youth.
- Appreciation certificate from F.E.S Higher Education Consultants.
- Award of Appreciation in Career Expo from FATA University.

DIPLOMA

- Diploma in Information Technology (D.I.T)
From Board of Technical Education Peshawar

WORK HISTORY

QURTUBA SCHOOL & COLLEGE (BOYS)

Office Assistant | June 2023- Continue

- Create and update records ensuring accuracy.
- Receives mail or correspondence for the work area.
- Coordinate with other departments to ensure compliance
- Operates office equipment such as printers, copy machines.
- Performs other related duties as assigned.

SIR SYED PUBLIC SCHOOL & COLLEGE (BOYS)

Computer Operator | February 2022- June 2023

- Maintain all students' records from primary to a higher level.
- Drafting an annual examination papers.
- Preparing students' result reports.
- Printing & photocopies professional documents.
- Perform duties assigned by Principal.

KHAWATEEN ROZGAR SERVICE (P.V.T) LTD

Social Mobilizer | Feb 2020- Dec 2021

- Onboarding more females for Khawateen Rozgar Service.
- Drafting a suitable (SMART) strategy for the purpose.
- Sales of KRS to relevant potential clients according to the targets.
- Helping with administration and accounting department.

EDUCATION

- QURTUBA UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY PESHAWAR
M.A (International Relations) | 2016
- GOVERNMENT COLLEGE OF PESHAWAR
Bachelor of Arts | 2014
- PESHAWAWAR MODEL DEGREE COLLEGE BOYS II
Intermediate | 2012
- PESHAWAWAR MODEL SCHOOL BOYS V
Matriculation | 2010