

# Curriculum Vitae

## MISHAL NAZIR

Qasmiyah near Al mahatta park Sharjah....

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### Objective

To explore my abilities in the best manner working within an organization offering challenging work with opportunities for growth and advancement in career.

### Professional History

➤ **Working in Jang Group of Companies in HR & Administration since May 01, 2016.**

#### Job Description:

- Maintaining good relationship with Hotels, Rent a car offices, and Travel Agencies.
- To make Hotel reservation for official guests.
- To arrange Air Tickets.
- To arrange transport for official guests.
- To process Hotels, Air Ticketing and Transport bills.
- To prepare report of Hotels and air tickets expenses as per every year.
- To deal with Correspondents of Jang Group Newspapers.
- Handling the payments processing of Correspondents.
- To issue the Office Identity Cards to the correspondents.
- To arranging the meetings of correspondents on annual basis.
- Processing of Security Companies Bills.
- To prepare and issue the office Identity Cards of company employees (700 employees).
- To maintain the medical record of Regular and contractual staff (700 employees).
- To process bills of panel Hakeem, Homeopath and Medical Stores.
- To prepare final statement of Medical.
- To deal with employees reimbursement bills.
- To maintain the office Material Equipments record between the departments.
- To finalized the assignments with cordination of Head Office.
- To manage the work and keep updated with Head Office.
- To maintain good relationship with Head Office.
- To prepare the comparative reports regarding the office routine meeting, security affairs, office equipments, correspondents affiars, fire fighting etc..
- To Process PTCL Telephone, Landline, Mobile phone connections bills.

### Education

<b>M.Com</b>	:	From Superior University, Lahore
<b>B.Com</b>	:	From Punjab University, Lahore
<b>F.A</b>	:	From Sargodha Board of Intermediate and Secondary Education, Sargodha.
<b>Metric</b>	:	From Sargodha Board of Intermediate and Secondary

## Computer Skills

- Proficient in use of Microsoft Office (2007 and all older versions), Windows (XP, 2000, 98) and Internet.
- Alphabet Typing Speed : More than 50 WPM

## Experience

Worked as HR Executive in PEMRA.

## Command on Languages

Excellent Reading, Writing, Speaking and listening skills in

- Urdu
- English

## Personal Profile

N.I.C #	:	38401-0445554-0
Marital Status	:	Married
Date of Birth	:	23-12-1993
Permanent Address	:	H # 8, E-113, Street No. 8, Satellite Town, Rawalpindi.

## References

Will be furnished on demand.