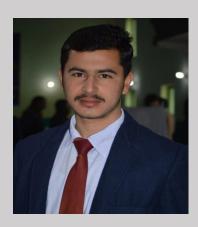# Shahzal Shahzad

Contact

Address:
- Mussafah 37 near ICAD Abu Dhabi

Phone:
- +971506045866
- +923052087480

Email:
shahzil4494@gmail.com

Professional Summary

(Administration Assistant)

Handling confidential information correctly.

Knowledge of how to use office-based computers and software.

Typing up high quality correspondence.

Able to work in a fast paced environment with extreme multitasking.

Handling sensitive client data with utmost discretion and accuracy.

Attention to detail and high level of accuracy.

Skill Highlights

- InPage
- CorelDraw
- Microsoft Office
- AutoCAD
- Driving
- Internet Browsing
- English Language Course

Experience

SANISOFT INFORMATION TECHNOLOGIES (Deira, Dubai)
- 12-Nov-2018 to 15-Nov-2020.
- Document controller, Reports
- Data Organizing and Maintenance
- Work and information flow control

Teaching – Faran College
- 09/2017 to 05/2018
- Subjects: Hydraulics and Soil Mechanics
- Staff Meetings Coordination
- Supervised extra curriculum activities

Education

- **DAE 3 years Civil Engineering**:
  - Faran Group of Colleges - 2017
  - A+ Grade
- **Matric (Science)**
  - Government School
  - 1st Division

Certifications

- AutoCAD
- Office Management
- English Language
- Member of Blood Donation Society
- Member of Students Financial Support Society