

# Muzammil Aziz

## Admin Assistant

Gender: Male

Nationality: Pakistani

Date of Birth: 1<sup>st</sup> November 1993

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Address: H#112 Block-A Wapda City, Faisalabad



## Education

Degree/ Certificate	Institute	Duration	Grades
Chinese Language HSK-5	Beijing Language & Culture University	2017-2019	76.33%
Bachelors of Science	University of Agriculture Faisalabad	2012-2016	CGPA 3.46

## Summary

Independent and detail-oriented Administrator. Works well under pressure. Organized, focused and successful at meeting deadlines. Excellent communication and interpersonal skills. Ability to multitask. Unwavering commitment towards assigned tasks.

I'm energetic team player having high level of computer knowledge and proven competency in multitasking enables optimal performance in a challenging environment.

I am an effective and confident communicator who is also a self-starter with the dedication & motivation and ambitious person to learn grow and succeed by fair and ethical means.

## Key Skills

Professional	Related	Personal
Patience ●●●●	Time Management ●●●●	Willingness to learn ●●●●
Attentiveness ●●●●	Calm ●●●●	Diligence Accuracy ●●●●
Communication ●●●●	Detail Oriented ●●●●	Fixable ●●●●
Positive Attitude ●●●●	Solve Problems ●●●●	Adaptability ●●●●
Responsibility ●●●●	Persuasion Skill ●●●●	

## Experience

### **Admin Assistant & Documents Controller** **Gao Mi Sheng Qiang (SEPCO III) – March 2020 to Till Date**

#### Responsibilities:

- Assist in any Admin Task
- Order Construction Material for Site Use
- Permit to Work (PTW) Receiver or Job Performer
- Preparing Request for Inspection (RFI's) and maintaining proper record
- Chinese-English-Urdu/Hindi Translation
- Hospital Visits with Staff & Labor

### **Admin Assistant cum Chinese Interpreter** **Magna Processing Industries pvt. Ltd. • March2019 to Feburary2020**

#### Responsibilities:

- Assist in any Admin Task
- Chinese-English-Urdu/ Punjabi Translation

### **Management Trainee Officer** **Magna Processing Industries pvt. Ltd. • September2016 to April2017**

#### Responsibilities:

- Assist in any Admin Task
- Rotation in HR, Export Marketing & Accounts Departments

## Declaration 宣言

- ❖ I hereby solemnly affirm that all details provided above are true to the best of my knowledge and belief and that all the time, I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.

Muzammil Aziz