

KASHIF IRSHAD

New abadi, Rehmania town, Dendia Road,
Tehsil & District: Haripur, K.P.K, Pakistan
Kashif.hpr@gmail.com
+92-305-5227334

OBJECTIVES

To obtain a permanent position in an organization where the organization and I can grow and can best utilize my talent and experience and provide challenging and exciting career with a view to serve the organization and want to be part of highly competitive and dynamic team.

STRENGTH & SKILLS SUMMARY

- Working as an Administrator & Store Incharge to schedule and assign daily work to the field staff and responsible for smooth shift operation and technical store and office management.
- Coordination with different departments within organization to solve daily issues.
- Preparation of daily activity and progress reports and coordination with field teams and Management.
- Have good administrative, technical and communication skills, organizational ability & interacting skill.
- An individual with an experienced background having result oriented approach and potential to grow by self-motivation.
- Have on hand experience of MS office software (Word, Excel & Power point) Oracle applications and good computer skills.
- Can work hard long hours to meet though deadlines and targets.
- Can work in stress and easily accept the new challenges.

EXPERIENCE AND INTERNSHIP

TOTAL EXPERIENCE:

10 YEARS AS ADMIN , COMPUTER OPERATOR , RECEPTIONIST ,
STORE KEEPER AND ASSISTANT MANAGER

NOV, 2020 - PRESENT

Administrator / Receptionist

KENHALL MODEL SCHOOL & MONTESSORI HOME

JAN, 2017 - SEP, 2019

Administrator / Computer Operator

MOBISERVE PAKISTAN TELECOM SERVICES
COMPANY(PVT)LTD.

Working on MS office and Oracle software application to assign the daily task.

FEB, 2014 - OCT, 2016

Admin & Store Keeper

**EGYPTION PAKISTAN TELECOM SERVICES COMPANY
(PVT)LTD.**

AUG, 2010 - JAN, 2014

Assistant Manager

RASHEED C.N.G HARIPUR

EDUCATION

Qualification	Subjects	Session	Board
B.A	Arts	2014	Allama Iqbal Open University, Islamabad
F.Sc	Pre. Engineering	2009	B.I.S.E Abbottabad
S.S.C (Matric)	Science	2007	B.I.S.E Abbottabad

COMPUTER AND TECHNICAL CERTIFICATES

Course	Duration	Board /Institute
MS Office	3 Months	Future Vision Organization (FVO) Haripur
AutoCAD	3 Months	Future Vision Organization (FVO) Haripur
Graphic Designing	3 Months	Future Vision Organization (FVO) Haripur
English Language	3 Months	Future Vision Organization (FVO) Haripur
Electrician Certificate	6 Months	NWFP Trade Testing Board Peshawar

COMPUTER TYPING SPEED 40/MIN

PERSONAL INFORMATION

Father's Name: MUHAMMAD IRSHAD

Date of Birth: September 16, 1989 (16/09/1989)

Domicile/Place of Birth: Haripur (K.P.K)

CNIC No.: 13302-5366213-5

Languages: Urdu, English, Hindco & Panjabi.

Pakistani, Muslim, Married

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