



Curriculum Vitea

Muhammad Tahir Gul

Resume For -----

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STATEMENT OF QUALIFICATION: *Capable in decision-making process, able to make sound judgment, facilitates effectiveness in the work area and generally responsible on every task assigned.*

OBJECTIVE: *To be able to efficiently implement*

whatever position that maybe delegated upon through continuous improvement and innovation so that my skills shall be utilized to their fullest.

Professional Summary

Dedicated administrative assistant with years of experience managing large and small offices. I have worked with numerous including payroll and human resources which allow me facilitate an efficient workflow and improve communications between multiple departments, Expert level proficiency with Microsoft office .Senior executives consistently rely on me to maintain schedules, oversee meetings and improve customer relations.

PERSONAL DATA

| | |
|--------------|-----------|
| Citizenship | Pakistani |
| Sex | Male |
| Civil Status | -- |
| Religion | Islam |
| Passport No. | BF4799943 |
| Weight | 64 kg |
| Height | 5'8" |

Qualifications:

Post-Graduation:

Degree Name: Bachelor Degree

Level Attained: Bachelor Degree (2-3 years) Mass communication, social science

Institute: F.G.Post Graduate College for Men H-8 Islamabad Pakistan.

Degree Name: Humanities (F/A)

Institution: F.G Degree College For Men F-10-4 Islamabad.

Level Attained: Matriculation / O level

Institute: ` Government Boys high school Mong AJK

Majors: Physics, Chemistry, Biology. Mathematics

Job Role

Administrator role:

As An Administrative Position Capable to flourish the company policies accordance to directives. Responsible to efficient and effective day to day operations in the department. Responsible in administrative position for supporting the organization in a variety of ways including bookkeeping, communications, scheduling, data entry and secretarial services as well. Will be evolves a great deal of multitasking including work with teams, oversee the operations within department ,Manage group, coordinate with management and engage in planning according to the needs of our department. Due to office resources or administrative issues, I will be the person to deal with them.

Document Control

Responsible for overall coordination of controlled documentation within the company Performs the Document Control function within the validated Master Control system Orders external standards and maintains tracking system. Assist in supporting external audits, coordinating activities and ensuring timely response to documentation requests for auditors. Supports user requests for documentation and trains users in Master Control. Supports change management of labeling and ensures accurate completion of Labeling Verification form .Performs self-audits of locations and ensures.

Work History

Administrative Assistant

Oversee schedules for all executives and manage, work with department to facilitate .maintain and improve online database of client accounts and external vendors including updating information when necessary, create a new system to follow up with potential clients in an efficient and effective manners. As I have rendered my services in various organizations. I've been Done functional responsibilities in Ufone in the capacity of Executive Inventory Finance. Whereas on the int'l level I had served as an Administrative capabilities in the company of CCC on various number of positions. During my career I had learnt good command on work and enlighten my visionary tasks. I Have worked on network and Non-network assets 2y at ufone.3y I've served in foreign organization.

Skills

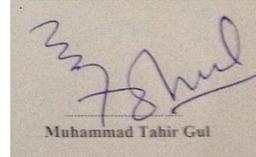
Excellent written and verbal communication including dealing with customer complaints and giving formal presentations to executives. Proficient in all Microsoft office, experience planning, coordinating and facilitate physical meetings extremely organized and attentive to deal, comfortable performing a variety of roles, including payroll support, personal support and assistant organizational point of contact.

Certification

Diploma In computing From NIE GOV. Of Pakistan
Quality Control
Cultural awareness
Train the Trainer
Planning and Productivity
Offices and sites observation
Occupational Safety Health Administration (OSHA)
Health Safety Environment
Volunteered services
NCC (National Cadet Course)

Reference: Reference will be furnished upon request.

I hereby certify that the above mention information is true and correct to the best of my knowledge.



Cover Letter

Dear Sir,

As my resume indicates, I have several years of professional experience in an administrative capacity. I have worked as an assistant either to a department, single individual, or multiple individuals in separate departments. I am sure you are aware of the flexibility, focus, and diplomacy such positions require. I want to bring the knowledge and insight gained through these various experiences to the Office of the concerning organizations.

I have much to offer in the way of diversity of experience and profession in that I have worked in three major areas during my functional duties. Finally, in all the previous positions I have held, I have approached them as opportunities for career advancement and discovery. I will bring the same entrepreneurial spirit and value-added vision to your office. I ensure to handle the work through proper procedure.

Thank you for your time and consideration.

Very truly yours,

Muhammad Tahir Gul

