

A seasoned professional having a diversified experience of working in diverse positions, a team member able to work with minimum supervision can lead to success with growth, possessing analytical skills with convincing communication abilities having a keen desire to excel in the profession.

PROFESSIONAL EXPERIENCE:

Naveed Aslam Associates

Naveed Aslam Associates was established in 1985 as an Architectural Consulting firm. The focus of the company has been towards providing excellence of service in the fields of architecture, engineering, planning and interior design services to the clients.

Admin & Finance Coordinator

December 2012 to Date

- Managing and disseminating information within office, responding to business related telephonic queries, drafting memos and letters, managing correspondence, as well as greeting clients and customers;
- Checking of the payment vouchers for completion and correctness;
- Follow-up of all the payments for preparation of cheques and disbursement;
- Supervise all types of third-party payments;
- Reconciliation of bank accounts;
- Issuance of official and personal advances;
- Maintaining of office record.

University of Lahore – Islamabad Campus

The University of Lahore (UOL) is recognized by the Higher Education Commission (HEC). The University has courses accredited by the Pakistan Engineering Council (PEC), Pharmacy Council of Pakistan, Pakistan Bar Council and Pakistan Medical and Dental Council (PMDC) respectively. The University has also achieved the highest W4 category ranking with the Higher Education Commission (HEC) of Pakistan. The University of Lahore is ranked at 801st position amongst the Top 1000 Universities of the World by QS-2018 Ranking and at 251st position by Asian University Rankings-2017. The University of Lahore has 7 campuses, 11 academic faculties, 35 academic departments, 3 technology parks, 2 research centers⁵⁶, Alumni network of 23000, and 150-degree programs and teaches 3,000 courses. The Total Student Body in all campuses comes to around 36,000

Admin Manager

August 2005 to November 2012

- Managing admin related tasks of the University Campus;
- Guidance for admission to the prospective students;
- Maintaining data base of students;
- Dealing with students regarding academic problems;
- Providing relevant information to the visitors regarding different courses being offered by the University;
- Answering telephonic queries about admissions.

Petroleum Exploration Pvt Ltd.

Petroleum Exploration (Pvt) Ltd (PEL), a Pakistani exploration and production company with international presence, was incorporated in 1994 under the Companies Ordinance 1984. It is a subsidiary of the Shahzad International Group of Companies.

Secretary to CEO

April 2004 to July 2005

- Preparing and managing correspondence, reports and documents;
- Organizing and coordinating meetings, conferences and travel arrangements;
- Taking and distributing minutes of meetings;
- Implementing and maintaining office systems;
- Maintaining schedules and calendars;
- Arranging and confirming appointments;
- Organizing internal and external events;
- Handling incoming mail and other material;
- Setting up and maintaining filing systems;
- Communicating verbally and in writing to answer inquiries and providing information;
- Liaison with internal and external contacts;
- Coordinating the flow of information both internally and externally;
- Operating office equipment and managing office space.

Systems Research (Pvt.) Ltd.

System Research Institute is established by Systems Research (Pvt.) Limited which is a company committed to organizational development through information systems automation and human systems development. SR was founded in 1986 by a group of eminent IT Professionals with a long-standing International IT Business experience.

Assistant Registrar

April 2000 to March 2004

- Assisting registrar of system research institute in maintaining all kinds of data bases of the student;
- Dealing with the student regarding their problems;
- Maintaining faculty record;
- Worked as a short coordinator.

Federal Institute of Modern Languages

The Federal Institute of Modern Languages (FIMLs) is a private institute offering short courses in foreign languages.

Assistant Public Relation Officer (APRO)

January 1999 to March 2000

- Assisting the public relation officer;
- Providing all relevant information to the visitors regarding different course being conducted by the institute;
- Maintaining record of the students;
- Processing admissions of the students;

- Receiving telephone call and answering to queries made regarding admissions;
- Typing work as required.

EDUCATIONAL QUALIFICATIONS

Year	Institution Attended	Degree
2000	Punjab University	Bachelors of Arts
1997	Punjab Board of Technical Education Lahore	D. Com
1996	Punjab Board of Technical Education Lahore	C. Com
1995	M.C Girls High School Rawalpindi	Matric

CERTIFICATE COURSES AND TRAININGS

- Spoken English Course from College of Education for Women, Chaklala, Rawalpindi;
- Certificate in English Language from Federal Institute of Modern languages (FIML);
- Self-Development Workshop (20) hours.

COMPUTER SKILLS

- MS Word;
- MS Excel;
- MS PowerPoint.

EXTRA-CURRICULAR INTERESTS

- Internet Exploring;
- Cooking;
- Book Reading

REFERENCE:

Will be provided on demand