

ARHAM MANAHIL

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House # PD. 705/A, Street #
705/A, Mohallah Abbasiabad,
Pindora Rawalpindi.

arhammanahil@yahoo.com

Volunteer Experience

Anoosh International (Pvt) Limited

Coordinator (Sep-22 to Aug-23)

- Coordinated administrative tasks to support project deadlines
- Maintained organized records of meetings, appointments, and correspondences
- Prioritized tasks to ensure efficient workflow within the team

LANGUAGES

- ✓ English
- ✓ Urdu
- ✓ Punjabi

CERTIFICATION

- Web Development at E-Rozgar from Oct, 2019 to Dec, 2019

AWARDS

- Scholarship from the FBGIF in the whole BS degree program
- Laptop Awarded by Prime Minister

Objective

Dedicated and detail-oriented individual seeking the Executive Secretary Intern position at Central Power Purchasing Agency, where I can leverage my organizational and administrative skills to contribute effectively to the planning and execution of key activities.

EDUCATION

- BS (Hons.) Economics & Finance** **2013 – 2017**
International Islamic University, Islamabad.
- Intermediate** **2011 – 2013**
F.G Girls College (Post Graduate), F-7/2 Islamabad.
- Matriculation** **2009 – 2011**
F.G Girls Model School, I-8/1 Islamabad.

RELEVANT COURSEWORK

- Business Administration
- Office Management
- Communication Skills
- Project Management

SKILLS

Administrative Skills:

- Proficient in handling and prioritizing incoming and outgoing correspondence
- Strong organizational skills with a keen eye for detail
- Experience in drafting meeting minutes and maintaining records

Communication:

- Excellent written and verbal communication skills
- Ability to interact professionally with internal and external stakeholders

Technology:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with office management software and tools

Time Management:

- Proven ability to multitask and manage competing priorities effectively

