



Moiz Arshad

Admin Assistant

+92.310.5398192

moizarshad358@gmail.com

Chaklala, Rawalpindi, Pakistan

Summary

Admin Assistant

Skills

Attention to Detail | Communication Skills | Communication Skills | Ms Word | Problem Solving | Problem Solving Skills | Time Management | Typing

Experience

Aug 2022 - Oct 2024

Admin Assistant

Asian Internet Services & Computer Training Centre, Rawalpindi, Pakistan

Data Entry, Keeping Records, Email, Printing and Scanning, English and Urdu Composition, Cv Making, Certificates Making, Inpage, etc.

Education

2027

Virtual University of Pakistan

Bachelors in Science , Bachelor of Public Administration
Public Administration

2023

Federal Board of Intermediate and Secondary Education Islamabad

Intermediate/A-Level , Higher Secondary School Certificate
Commerce
Percentage: 44%

2021

Federal Board of Intermediate and Secondary Education Islamabad

Matriculation/O-Level , Secondary School Certificate
Science
Percentage: 76%

Languages

Punjabi
Intermediate

English
Intermediate

Urdu
Expert