



Muhammad Zeeshan Safeer

Assistant Controller of Examinations

About Me

"To be a valuable member of a leading organization where I can efficiently apply my skill set for organizational benefits and enhance my personal learning."

Contact



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SN-947/E Haji Suleman Plaza
First Floor New murree Hazara
Colony Dhoke Kala Khan Near
Service road West Rawalpindi

Skills

Administration
Data Entry
Communication
SEO
Digital Marketing
Video Editing and Animation

Education

Bachelor of Science

University of Gujrat
2015-2017

FSC Pre- Engineering

BISE Rawalpindi
2013-2015

Matric

BISE Rawalpindi
2011-2013

Certification

SEO

Digital Marketing

Video Editing and Animation

Freelancing

Work Experience

Assistant Controller Of Examinations

Abasyn University Islamabad Campus
July 18, 2022-Current

Assistant Examination Officer

Abasyn University Islamabad Campus
Feb 12, 2018-July 17, 2022

Internee in Exam Office

Abasyn University Islamabad Campus
Oct 11, 2017-Feb 11, 2018

Responsibilities

- Conducting Exam
- Preparing Duty Roster and Degree Cases
- Calculating CGPA
- Manage Record
- Result Entry
- Generating PR for stationary