



Ehtisham Shahid

DOB: 01st June, 2000

📍 Street No. 7 Mohalah Grotti
Dhoke Syedan Kamalabad,
Rawalpindi
Pakistan

📞 +92 336 0573014

✉ shahidehtisham222@gmail.com

OBJECTIVES

To acquire a position where I can utilize my education and professional experience in today's challenging and dynamic environment.

QUALIFICATION

BS in Media & Communication Studies

NUML Islamabad - Pakistan

INTERMEDIATE - ICS

FBISE – Pakistan

MATRICULATION - SCIENCE

FBISE - PAKISTAN

PROFESSIONAL COURSES

Internship in Production and Research

Express News Islamabad, Pakistan

COMMUNICATION



ORGANIZATION



TEAM PLAYER



CREATIVITY



SOCIAL



HARDWORK



HOBBIES

Travelling

Cricket

Explore History

Photography/ Videography

Resume

Ehtisham Shahid

LDC (Lower Division Clerk)

Administration

EXPERIENCES

(2023– present)

LDC (Lower Division Clerk)

National University of Modern Languages,
Islamabad, Pakistan

- ❖ Manage all administrative tasks/ activities
- ❖ Manage all kind of Programs and events held in an organization
- ❖ Coordinate office activities and operations to secure efficiency and compliance to University policies
- ❖ Arrange meetings and coordinate with Officials for different events
- ❖ Do Check and Balance of all Administrative work
- ❖ Supervise lower administrative staff and divide responsibilities to ensure performance
- ❖ Manage phone calls and correspondence (e-mail, letters etc.)
- ❖ Handling official correspondence i.e letter writing and processing of minutes for approval of authorities
- ❖ Submit timely reports and prepare presentations/ proposals as assigned
- ❖ Assist colleagues whenever necessary

(2021)

CSR

Hype BPO, Rawalpindi, Pakistan

- ❖ Work on Solar and Medicare Campaign of US Based Company
- ❖ Receive Inbound and Outbound calls to persuade the customers for the campaign.
- ❖ Communication with US Clients/Customers
- ❖ Good Communication Skills with UK and US Clients

(2020)

KPO

Allied Distribution (Pepsico) Rawalpindi, Pakistan

- ❖ Receive orders of Order bookers and make inventory for delivery
- ❖ Prepare Stock Inventory of Products
- ❖ Maintain daily record of vans with total stock of products go for delivery
- ❖ Manage inventory and check the stock available in warehouse on weekly basis
- ❖ Handling official correspondence