



## Contact #

03405194932

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## Address

Village Bagah Boota,  
Tehsil, Kallar Syedan  
District, Rawalpindi

**EMail:**shanizeeshanarshad@g  
mail.com

## LANAGUAGE

**Urdu**  
**English**

## LEADERSHIP

I have been recognized  
for my contributions to  
office Management  
work and satisfaction  
in my current role.

# Muhammad Zeeshan Arshad

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## PROFILE

To avail challenging position in a reputed  
organization, which provide me opportunities to  
utilize my interpersonal skills and achieve career  
growth.

## EDUCATION

**Intermediate (2015)**

**MATRIC (2012)**

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## EXPERIENCE

**AS office Assistant** (Penacea Pharmaceutical 2023 to  
2024)

**AS RECEPTIONIST** (SIGNATURE HOTEL FEB 2017 TO AUG 2019)

**AS Store keeper** (Pharmaceutical Jan -13-2016 to Dec 22-2016 )

**AS COMPUTER OPERATOR** ( IN A PRIVATE SCHOOL 2020 TO 2021 )

**AS Cashier** ( worked on POS Software in a Mart )

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## CERTIFICATES

1) Basic computer course  
Vocational Training Institute Punjab  
Government (PVCT)

2)Web Designing &Development course  
Punjab Skills  
Development Fund (PSDF)

