

# ANSAR SHAFIQ

Address: Village and Post Office Marjal  
Tehsil Zafarwal District Narowal  
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## Personal Profile:

Father Name : Muhammad Shafiq  
CNIC No : 34501-9422792-1  
Date of Birth : 20-09-1998  
Gender : Male  
Religion : Islam  
Marital Status : Single  
Nationality : Pakistan  
Passport No : FX5187921

## Education:

Qualification	Grade	Year
Matric	A+	2015
Intermediate	C	2017
BLIS	B	2020
MLIS	B	2023

## Work Experience:

Designation	Institution	Duration
Electration	Naveed Brothers Electronics	2017 - 2018
Accountant/ Administration Clerk	Al-Faiz Education	2018 - 2020
Accountant and Administration Supervisor	Lahore Institute of Technical Education, Lahore	2020 - 2022
Assistant Librarian	Public Library of Narowal	2023
Assistant/ Team Leader (Marketing, Accounts, Admissions and Educations)	Lahore Institute of Technical Education, Lahore	2023 - 2024

## Language:

- ✓ English
- ✓ Urdu
- ✓ Punjabi
- ✓ Korean (Low)

## Responsibilities:

- ✓ To do Work on Time.
- ✓ To achieve the target in given time.
- ✓ Good Team leading abilities.

## Skills:

- ✓ Good Communication.
- ✓ Hard Working.
- ✓ Files Handling.
- ✓ Expert in MS Word, Inpage, Excel and Power Point.
- ✓ Expert in Cataloguing & Books Handling
- ✓ Have wide knowledge about Library Maintenance and Managements.
- ✓ Have much sense of Marketing, Management and Administration of an Education Institution.
- ✓ Have wide knowledge of Maintaining Accounts and Salary Slips of Employees of Institution.
- ✓ Have a lot of experience of working in Fast-Paced Environment.
- ✓ Proficient in using Microsoft Suite and making Presentation in good manners.