

SHINAWAR ALI KHAN

PERSONAL DETAILS

Residential Address: Dubai
Mobile: 056-4503476
Date of Birth: 19 Sep 1992
Nationality: Pakistani
Passport: DD4120933
Visa Status: Employment Visa
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CAREER OBJECTIVE

To be part of an organization with learning opportunities, competitive environment & challenging job helpful in rendering my services for the benefit of the esteemed organization.

EDUCATION HISTORY

Certificate Degree	Session	Division	Board/University
Bachelor of Commerce	2015	2 nd	University of Sargodha
ACCA	2012	---	Continue
Intermediate of Commerce	2011	3 rd	FBISE Islamabad
Matriculation	2009	2 nd	FBISE Islamabad

JOB EXPERIENCE

Qicheng Technical Services LLC, Dubai, UAE.

From 3rd March 2022 till 3rd July 2022

Worked as Office Assistant

Simplified data retrieval process, department record maintenance and typing and compiling of reports.

Managed CEO' travel and daily schedule.

Research all client loan discrepancies and act accordingly.

Trusted with confidentiality, typing and safely storing confidential letters of CEO and other senior staff daily.

Handled payroll activities of employees, ensuring checks post before the end of month.

Eshaal Production, Islamabad, PAK.

From Feb 2019 till Oct 2021

Worked as Event Planner

Supervised day to day warehouse activities relating to successful events.

Collaborated with management and staff to preserve Costco partnerships.

Hire, train, schedule and coach all staff. Conducted performance appraisals, and provided disciplinary action.

Managed social media strategy, branding and street teams to ensure event attendance.

Managing events with high-profile political figures and entertainers

Manage a staff of event hosts and servers for events while assisting operation managers in daily tasks

SYBRID

SIX month in SYBRID as a (C R O) customer relation officer I interacts with a company's customers to provide them with information to address inquiries regarding products and services and resolve any customer's complaints.

ACCOUNTANT EXPERIENCE:

One year experience as an accountant **New foundation Public school Wah Cantt** My job is bookkeeping and in preparation, analysis of accounts.

Teaching Experience:

- 06 Months Teaching Experience in **Regal Science & Commerce College Taxila.**

Experience:

SIX month in IBEX as a (C R O) customer relation officer I interacts with a company's customers to provide them with information to address inquiries regarding products and services and resolve any customer's complaints

Computer Skills:

- Microsoft XP applications (Word, Excel, Office,) – Advanced
- Microsoft Office Document Imaging and Scanning - Advanced
- Acrobat Reader 6.0 – Intermediate

PERSONAL COMPETENCIES

- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organised with a creative flair for project work

INTERESTS AND ACTIVITIES

- Cricket
- Reading Books

REFERENCE WILL BE PROVIDED ON REQUEST