



Abdul Hafeez Shar

Executive Assistant

✉ hafeezshar1@yahoo. Cell:0566059400

📍 Villa No.81 AlMuteena Near Quba Mosque Dora Dubai 📅 01/01/1981 🇵🇰

Pakistani 🌐 Married 👤 Male

Passport🛂 DR5121232

Smooth and efficient. Organized, detail-oriented, and self-motivated Executive Assistant with extensive office management experience. Proficient and energetic organizer with excellent twritten and verbal communication skills and ability to control inventories, appointment schedules, and customer communications. Proactive self-learner with flexibility and able to succeed in high volume and fast-paced environments.

Professional Experience

12/2011
to12/2023
Sukkur, Pakistan

Executive Assistant, Pakistan Engineering Council 🔗

- Support the top management in their office work
- Managing filing system.
- Customer's facilitation for several queries including renewal, registration of engineers & Contractors.
- Handling incoming calls and other communications.
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Performing general office clerk duties and errands.
- Coordinating events where necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases

Education

01/2006 – 08/2008
Khairpur, Pakistan

Master of Arts in Mass Communication, Shah Abdul Latif University 🔗

01/2002 – 12/2003
Khairpur, Pakistan

Bachelor of Commerce (B.com), Shah Abdul Latif University 🔗

08/1996 – 09/1998
Khairpur, Pakistan

Intermediate in Commerce (I.Com), Board of Intermediate and Secondary Education Sukkur 🔗

08/1994 – 06/1996
Khairpur, Pakistan

Secondary School Certificate (SSC), Board of Intermediate and Secondary Education Sukkur 🔗

Leadership

I.T Skill (MS Word, Power Point ,Excel) ♦ **Report Writing and Drafting** (Maintenance of all Clerical records)

Communication (Down Ward to Upward)

Leadership (Ongoing Conference and Seminars and Foreign Delegates)

Time Management (Scheduling and Calendar Management)

Languages

English (C1)

Urdu (C2)

Certificates

Certificate in Office Automation

Level 2

Interests

Reading Books

Traveling

Fishing
