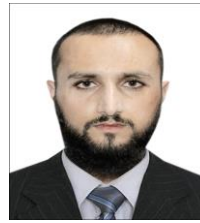


KHURRAM ZAIB



PROFESSIONAL SUMMARY

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position.
Contact Number +971583091659

CONTACT

Address : Dubai UAE
Phone : +971583091659
Email : khuramzaib48@gmail.com

WORK HISTORY

Office Assistant at LT.Engineering &Trade Service (Pvt) Limited - Hasanabdal, Pakistan

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases

Driving License : Pakistani

EDUCATION

Certiied Fiber Optics Professional, Telecommunications, 10/2015
Sina Institute of Networks & Aesthtics - Islamabad

Certificate in Computer Application, 09/2014
Govt of The Punjab Trade Testing Board Lahore - Rawalpindi

Matriculation, 06/2014
Govt High School - Kotli Sattian

LANGUAGES

English, Urdu, Punjabi: