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Shahzad Afridi

Summary

To become a part of dynamic group where I could further explore the skills and capabilities, which I gained in my whole Academic career and serve in challenging work environment, and gain quality vast opportunities for career development based upon achievement and results.

Skill Highlights

- Microsoft office
- Data entry
- Computer operator
- Microsoft Suites
- HTML
- Operating system
- Computer instructing
- Management
- Project management
- Strong decision maker
- Complex problem solver

Experience

Job Title - 01/04/2022 to 27/08/2023
Company Name, Ghazali School of Science Siavi
- Manage all Students record
- Prepare fee records
- Fee submission records
- Handling Employees' salaries
- preparing papers and results of students

Education

DAE – (2012- 2015)
Technical College Attock (Lahore), Attock Punjab (PK)

Bachelors in Computer Sciences – (2017- 2021)
Islamia College and University Peshawar, KPK (PK)

Certifications

Computer and Secretarial Training:- National Vocational and Technical Education Commission Prime Minister Secretariat Government of Pakistan

Languages

English Urdu