

+971564242158

[shahzadafridi171212@gmail.com](mailto:shahzadafridi171212@gmail.com)



# 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 problemsolver

## 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