

# Urwa Shehzadi

## BS Mathematics

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Cell: +971 55 143 2915

Email: [urwaurwa642@gmail.com](mailto:urwaurwa642@gmail.com)

LinkedIn: <https://www.linkedin.com/in/urwa-shehzadi-7b07a7291/>



### OBJECTIVE

A self-motivated and result-oriented person who is interested in solving multidimensional and complex tasks. Always ready to learn new things and go deeper into every detail. I am Capable of solving different business problems in various domains and changing environment using different models, leveraging modern analytical tools and approaches.

### PROFILE SUMMARY

Having proficient experience as a coordinator at:

- Allied School. (Lahore-Pakistan) **Office Coordinator**.

### CORE COMPETENSIES

- Communication
- Teamwork
- Planning and Prioritization
- Administrative
- Flexibility
- Adaptability
- MS Office
- coordination
- Time management
- database management

### PROFESSIONAL EXPERIENCE

#### Allied School. (A Part of Punjab Group of Collage)

##### Office Coordinator.

January 2023 to December 2023

- Responding to senior managers' administrative requests and inquiries.
- Appointment scheduling and organization using administrative software.
- Organizing meetings and capturing thorough minutes.
- Supports managers and employees through a variety of tasks related to organization and communication.
- Led the implementation of a new office management system, streamlining daily operations and reducing administrative errors by 20%.

## PROFESSIONAL SKILLS

### Information Technology and Computer Skills:

- Ms office, Word, Power Point

### Communication and Presentation Skills:

- Advance English Language Intermediate Level.
- Written and spoken proficiency in English and Urdu.

### Leadership and management:

- Maintain relationships with genuine interest and appreciation teammates and other stakeholders.
- Time Management Skills

## EDUCATION

BS Mathematics, 2023

FSC (Pre Engineering), 2019

Matriculation (Science), 2017

Govt. Collage University Faisalabad.

Board of Intermediate and Secondary Education, Pakistan

Board of Intermediate and Secondary Education, Pakistan

## PERSONAL DETAILS

**Nationality**

Pakistani

**References**

Furnished upon request.

I hereby certify that the above-mentioned information is accurate to the best of my knowledge and belief.

*Urwa Shehzadi*