



Shams Ul Arfeen


ID: 930978480

Date of birth: 20/09/1993

Nationality: Pakistani


Gender: Male

CONTACT

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ABOUT ME

- Efficient, energetic and having sound knowledge of management.
- Task-oriented and able to effectively plan, organize and manage department activities and actions.
- Hard-working, competent and active team player with good communication skills, committed to build and improve business relationships, has demonstrated ability to execute and monitor policies.

WORK EXPERIENCE

Self Muharraq, Bahrain

Freelancing, Facebook Marketplace

10/09/2019 – Current

In my current and ongoing role as a part-time freelance marketplace product seller since 2019, demonstrating proficiency in product sourcing, listing optimization, and customer service. Successfully managed online sales, showcasing skills in inventory management and sales strategies.

AJ&K Electricity Department Kotli AJ&K, Pakistan

Senior Clerk (Contract Basis).

05/10/2021 – 31/10/2024

Administrative Efficiency: Streamlined record-keeping, correspondence, and customer inquiry processes in the AJ&K Electricity Department, enhancing operational flow and improving response times.

Technical Proficiency: Leveraged advanced computer skills for data entry, report generation, and database management, significantly boosting departmental efficiency.

Rawalpindi Chamber of Commerce and Industries Rawalpindi, Pakistan

Internship

05/06/2017 – 05/08/2017

EDUCATION AND TRAINING

01/07/2007 – 01/07/2009 Sehnsa, AJ&K, Pakistan

SSC (Matriculation) New Age Scholars Science College., Sehnsa, AJ&K

05/07/2009 – 05/07/2011 Sehnsa, AJ&K, Pakistan

HSSC (FSC) Al-Qalam Academy, Sehnsa AJ&K (Pre-Medical)

07/10/2013 – 22/11/2018 Rawalpindi, Pakistan

Bachelor of Business Administration (Honors) PMAS-Arid Agriculture University Rawalpindi

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

English

Listening C1

Reading C1

Writing C2

Spoken production B1

Spoken interaction B1

SKILLS

Microsoft Office (Word , Excel and Power Point) | Good listener and communicator | Experienced in Facebook marketplace/ Online business | Microsoft Powerpoint | Team-work oriented | Organizational and planning skills | Decision-making | Written and Verbal skills | Motivated | Responsibility | Reliability | Critical thinking | Ability to Work Under Pressure | Problem-solving