# Alveen Shafique

## Address

Islamabad

## Phone

03350071734

## Email

shafiqrafiq501@gmail.com

# Personal statement

I am Alveen Shafique from pakistan. I am currently doing job in Azaan Travel situated in islamabad. I am very hard working. I have already 14 year of working experience. My aiming for this job is this i want to do job with your organization/ company . If you give me a chance to work with you . I hope am always ready to accept all kind challenges . And give you good feedback . I shall be very greatfull to youbif you accept my request job for this post.
Thanku.

# Work history

**Manager at Azaan travel** (Sep 2017 to present)

To maintain all office work like hiring new staff , make expense voucher , interviews , conduct meeting n attend seminar regarding this etc.

**Manager at Azaan travel** (Sep 2017 to Feb 2021)
Managing all documentation, interviews and hiring new staff , and make travel expense , n all office work

# Qualifications

**Master's degree** (Jan 2005 to Jan 2007)

Allama Iqbal Open University, islamabad

MBA (HRM)

Pass

## Preferred sectors

**Admin, Secretarial & PA**

PA

# Preferred locations

Manchester, Lancashire

## Transport

Not specified

## Eligibility

Eligible to work in the UK (not verified by reed.co.uk)