



# YASIR AFAQ

OFFICE ASSISTANT

## OBJECTIVE

I am looking forward to work with a reputed organization, where I can utilize my skills to contribute the organization's success as well as to prove myself as an asset to the organization.

## CERTIFICATION

- Certified Secretarial course from Pakistan Institute of Management.
- Certified Apprenticeship course from Indus Motor Company.

## AWARDS

- Get Employee of the Month twice time (February, 2019) & (June, 2021) in Anesthesia Department.
- Certificate of Appreciation for working in COVID-19 pandemic.
- Get Best Hyari Hatto Award in Press Shop.

## SKILLS

- Microsoft Office.

## EXPERIENCE

### OFFICE ASSISTANT • SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA (CIVIL HOSPITAL, KARACHI) • JUNE 2022 – PRESENT

My duties include overseeing all anesthesia-related tasks, including keeping daily records of ICU patients, creating monthly "ROTA" charts for doctors and staff, and keeping track of leave requests. Organizing various workshops & seminars for the anesthesiology department as well as managing and updating the records of postgraduate trainees.

### COMPUTER OPERATOR • SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA (CIVIL HOSPITAL, KARACHI) • NOVEMBER 2016 – MAY 2022

### DATA ANALYST • TCC WIRELESS STRATEGIC ALLIANCES (PVT) LTD • APRIL 2015 – NOVEMBER 2015

My duties included working on the number of different reports, including the Less Pay Report, MI Reports, and Invoice Audit Report, as well as creating the Daily Activations Report and other related documents every day.

### TEAM MEMBER • INDUS MOTOR COMPANY LTD • SEPTEMBER 2012 – DECEMBER 2014

My duties included working on production-related documentation such as Standard Operation Procedure/Job Description preparation and monthly production reports for the Press shop stamping parts. Coordination with the maintenance department on the press machine stop time and responding appropriately.

Preparing QCC themes for the production division as well.

## EDUCATION

- B.TECH (HONS.) IN MECHANICAL • DADABHOY INSTITUTE OF HIGHER EDUCATION KARACHI
- DIPLOMA OF ASSOCIATE ENGINEER IN MECHANICAL • KARACHI BOARD
- MATRICULATION IN SCIENCE • KARACHI BOARD

## KEY COMPETENCIES

- A team player and focused on work.
- Innovative in finding new ways of executing task and achieving targets.
- Motivated, results driven and committed.



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