

CURRICULUM VITAE

Shah Zeb

Father Name : Col. Jehan Zeb (Retd)
Date of Birth : 06 November 1991
Marital Status : Single
Mobile Number : 0334-8501031
Nationality : Pakistani
Religion : Islam
Email : zeb.shah@hotmail.com
Permanent Address : House # 416-A, Street # 1, Lane 3, Gulrez phase-2
Rawalpindi.

ACADEMIC QUALIFICATION:

2007-2009: Matriculation:
Army Public School & college, Malir Cantt. , Karachi.
2009-2011: Intermediate:
Army Public School & college, Ordnance Road, Rawalpindi.
2011-2013: Bachelors of Arts:
Punjab University
2016- 2019 : Master of Business Administration:
Foundation University Rawalpindi Campus

EXPERIENCE:

Internship as an Administration Officer at Shaukat Khanum Memorial Cancer Hospital & Research Centre (July 2018 – August 2018)

Worked as a Patient Care Officer at Shaukat Khanum Memorial Cancer Hospital & Research Centre (July 2020 – December 2021)

Recruitment Executive at Islamabad Recruitment Company (March 2022 – Present)

CERTIFICATES:

AutoCad: (2-Dimensional: Polar & Relative Coordinates, Solid Editing, 3-Dimensionals UCS, Solid Modeling, Transforming the objects, Working Drawing, Project) from Nikon

3D Studio Max: Modeling (Interior/Exterior), Materials, Lights, Cameras, Animation, Space Warps, Rendering, Project.

Star Performer Appreciation letter from CEO SKMCH&RC for the services during vaccination process.

CAREER OBJECTIVE:

Seeking a position in dynamic organization where I can work with people of multi fields/areas:-

- a. I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.
- b. To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my business experience to the fullest.
- c. To acquire a challenging Position in an environment where I can best utilize my skills and education.
- d. To be a part of a secure and well-established company where I can develop my knowledge and skills.

Specialized Area:

Human Resource Management

INTEREST:

- a) Public Speaking
- b) International Affairs
- c) Politics

STRENGTH:

1. Self-motivated, Dynamic, Innovative and Dedicated
2. Able to take initiative, possesses good communication skills.
3. Able to work with team to achieve desired goals and objectives for organization
4. Having good supervisory command.
5. Ability to absorb workload, work under continuous pressures and stressing environment.

COMPUTER SKILLS:

- Good at computer handling:
 - MS-Office (Word, Excel, PowerPoint, Access, Outlook)
 - Basic Computer Software and Hardware Installation.
 - Ability to work efficiently on windows XP, window7, windows8
 - Internet and Email
 - Oracle
 - HIS (Hospital Information Systems)

LANGUAGES:

- English
- Urdu
- Hindko

CONTACT:

- 0334-8501031
- Zeb.shah@hotmail.com